

CURRICULUM VITAE

SYED SADAT MADNI

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Near Buhaira Corniche, King Faisal Road, Majaz 1, Sharjah, UAE.



CAREER OBJECTIVE

To build a career in the professional domain with technically sound and committed people to perform at my potential best to every job assigned to me and to be a key player and play a vital role in the success of the company.

HIGHLIGHTS

- Knowledge of software for bookkeeping and inventory management
- Analytical mind with ability to make accurate mathematical computations
- Excellent written and verbal communication skills
- Competencies in data entry, analysis, and management
- Experience in storekeeping, inventory control
- Confident, Ability & skilled in managing and leading a small sales team and getting the best from them

EDUCATIONAL QUALIFICATIONS

- Bachelor of commerce from DR. BAMU Aurangabad in Apr-2013.
- Higher secondary from Maharashtra state board feb-2008.
- S.S.C from Maharashtra state board mar-2006.

OTHER SOFTWARE SKILLS

- Management: (GRAVITY) ERP
- MS Office, MS Word, Excel, PowerPoint, Operating system Win 98/ Win XP Window 7

PROFESSIONAL EXPERIENCE

Work As a Receiver in International Grand Mart Supermarket Branch Al maqam, al Ain, Abu Dhabi – From Jan-2018 to December-2020 <http://www.grandmart.ae/>

Work As a Receiver in Wheatfields Gourmet Grocer & Cafe (International Grand Mart Supermarket) Branch Al Ghadeer, Abu Dhabi – From Jan-2021 to Present <http://www.grandmart.ae/>

Store Keeper & (Goods Receiver)

- Receive and count stock items, and record data manually or using computer (PDT) or database.
- Examine and inspect stock items for defects, reporting any damage to the client representative.
- Making goods receipt notes and ensuring invoices match with purchase order.
- Investigate any variances between invoice and purchase order to point of reconciliation with suppliers.
- Inspection of all receipts: check incoming materials (Goods) for quality quantity against invoices, purchase orders and packing slips or other documents.
- Maintaining stock transfer and stock received records in system.
- Ensure the accurate and timely preparation of reports regarding damaged and expiry items return to vendor (GRV)
- Coordination with supervisors and store managers for subsequent requirements of goods.
- To complete all data entry on time and accurately to ensure accurate inventory data.
- Maintain files appropriate to the activities of the unit, such as invoices, order number, receiving date shipping date, and prepares reports

Additional Responsibility

- Prepare purchase order on daily basis as per store requirement, and send to suppliers.
- Daily update from warehouse to Supermarket.
- Posting the supplier invoices generate the daily purchasing sale and send to the Head office.

PERSONAL PROFILE

- Date of Birth 29/07/1991
- Nationality Indian
- Sex Male
- Marital Status married
- Language Known English, Urdu, Hindi
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3 years' experience in Retails industries in UAE