 RESUME

SALAHUDDIN ANSARI

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**SUMMARY**

Efficient and detail-oriented document controller, accounting & logistics associate with experience in invoicing, banking, shipping, receiving, and inventory management. Proven ability to manage document, account reconciling, manage and monitor stock levels, process orders, and maintain a clean and organized work environment

**EXPERIENCE**

**From Sep- 2021 till date**

**Accountant & Document Controller Redtag, Alkhobar, KSA**

* Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations.
* Reconciling bank statements, and ensuring financial records are accurate throughout the year.
* Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
* Managing local payment and requesting payment from corporate office.
* Updating petty cash and internal expense as well.
* Make payment of sabeer, sadad via online and government sectors.
* Uploading employee leave & F&F payment as well as.
* Updating daily sales & reconciling stores wise daily banking.
* Verify, allocate, post, and reconcile transactions, produce error-free accounting reports and present their results.

**From Nov- 2018 to Aug-21**

**Logistics associate & Document Controller Redtag, Alkhobar, KSA**

* To monitor & control the inbound & outbound activities of warehouse
* Coordination with IT dept & Finance dept for system activity. (i.e., GRR Entry, RTV, Rejection delivery note GRR forwarding)
* Coordination with staffs for receipt of stocks at warehouse
* Co-ordination with QA/ CE for inward inspection of items
* Co-ordination with material dept for sending the rejections to supplier
* Co-ordination with Stores for shipment receiving
* Follow up with concern dept. to rectify the discrepancies & PO problems
* Following First in First out (FIFO) method of issuing in case of materials that have self-life constrains to avoid expires and change of properties.
* Preparation of Good Inspection Report and offering material issues for inspection to concerned person/department
* Ensures update of daily transactions

**From Nov- 2018 to Aug-21**

**Inventory Receiver, Redtag, Alkhobar, KSA**

* Receiving of various materials and verification of materials received and reference to Delivery Challans (DCs) and Purchase Order (POs).
* Preparation of “Good Receipt Note (GRN)” on daily basis for all Direct and Indirect material received and circulating the copy of information to Purchase section and department concerned.
* Using Bin cards tagged with respective items to avoid stock-outs and have better control over the store inventory.
* Finalization of inventory levels. Maximum Recorder, Minimum and Buffer levels for all the production related consumable, keeping in view monthly / weekly consumption and lead time for procurement.
* Preparation of gate pass (returnable/ non-returnable), debit note, and other documents.
* Maintenance of stores as per location code and implement FIFO.

**From Jun- 2012 to Aug-2014**

**Goods Receiver, Hyper Panda, Riyadh, KSA**

* Unload packages from incoming trucks.
* Receive shipments and sign paperwork upon receipt.
* Collaborate with procurement staff to list expected deliveries.
* Inspect contents to ensure they are undamaged.
* Verify packages according to order and invoices (quantity, quality, price etc.)
* Sorted and stored in the warehouse or stocked on shelves as needed.

**From May- 2011 to Apr-2012**

**Store Keeper, Reliance Fresh, New Delhi, India**

* Responsible for store operations, which include Sales, Customer Service, Infra Management and Inventory Management.
* Accountable for Return of Investment pertaining to the store, which includes store profitability.
* Maintains staff by recruiting, selecting, orienting, and training employees.
* Responsible for keeping track of inventory, ordering new supplies as needed, and keeping the store organized.
* Take full accountability for your actions, decisions and thoughts and more.
* Ensures a safe, secure, and legal work environment. Develops personal growth opportunities.

**From Dec- 2008 to Aug-2010**

**Store Keeper, Big Bazar, New Delhi, India**

* Keeping a record of sales and restocking the store accordingly.
* Planning promotional campaigns for new products or specials.
* Ensuring that the store is kept clean and organized.
* Mediating any confrontations between staff and clients, and de-escalating the situation.
* Managing and training store staff.

**EDUCATION**

* B. Sc IT from Kuvempu University Karnataka in 2010
* 12th From U.P Board Allahabad, U.P in 2006
* 10th From Bihar Board Patna, Bihar in 2004

**TECHNICAL QUALIFICATION**

* Higher Diploma in Software Engineering from NIIT.
* Microsoft office
* Accounting, Tally ERP 9.0

**SKILLS**

* Attention to detail
* Effective communication
* Customer service skills
* Analytical skills
* Organization skills

**HONOURS AND AWARDS**

* The Best Employee of the month from AZIZIA PANDA UNITED KSA April 2014.
* The Best PANDA Star of the Month from AZIZIA PANDA UNITED KSA June 2014.

**PERSONAL DETAILS**

* **DOB**: 15th Sep-1989
* **Marital Status**: Married
* **Nationality:** Indian
* **Passport**#: U0151310
* **Passport Expiry:** 16th Nov-2030
* **Languages Known:** Urdu, English, Hindi & Arabic

**PERMANENT ADDRESS PRESENT ADDRESS**

* Vill-Manjhariya, Post-Sohanriya, Al-Thuqbah Dis, Unit#6272,
* PS-Kateya, Dis-Gopalganj, Bihar Al-Khobar-34625, Dammam.
* PIN-841437. Kingdom Of Saudi Arabia.