



Email:

Na deemahmed2116@gmail.com

Contact Number:

0596579167

Personal Data:

Date of birth: 07-04-1989

Sex : Male

Nationality : India

Religion : Islam

Passport details:

Passport No : S7744348

Place of Issue: India

Date of Issue :09/09/2018

Date of Expiry: 08/09/2028

Iqama : Transferable

K.S.A

Marital Status:

Single

Languages known:

English: Excellent writing and speaking

Urdu: Read and write

Hindi: Read and write

NADEEM AHMED

Professional Summary

- Looking for an esteemed organization that would utilize and challenges my current skills and improve knowledge to achieve goals through hard work and persistence and to be a part of the team works dynamically towards the growth and development of the organization to take its peak of success as a part of it.

Educational Qualification:

- Bachelor of Commerce (B.com Kakatiya University) in 2009.

Summary of Expertise:

7 years of experience in the field of Administration highly demanding and competitive environment. Planning, organization time management and innovative skills are my strength to carve a nice career path for my life.

Business Operations

- Customer Service
- Resource Planning
- Operation Management
- budgetary cost and expense controls
- Organizational Development
- Office Management Staff Training

Employment History:

1. IDP Education Pty Ltd 2015-To till Date (K.S.A)
Designation: IELTS Administrator
2. PROJECT FURNITURE COMPANY 2012-2013 (K.S.A)
Designation: Purchasing Coordinator
3. Excel FMCG Logistics 2011-2012 (K.S.A)
Designation: Inventory Supervisor

Work Experience in Saudi Arabia: IDP Education Pty Ltd. Working as an IELTS Assistant Administrator

From Nov -2015 to Till.

Job Responsibilities:

- To sustain the co-ordination of all administrative tasks related to candidate registration, input of candidate information into ESOLCOMMS, test day preparations, test day administration and post-test administration
- To be familiar with the policies and procedures related to IELTS test administration as set out in the Administrator's Manual.
- On test days, the Test Day assumes the role of the Centre IELTS Administrator, performing all duties and responsibilities to ensure security and integrity on test days.
- To ensure maintenance of complete and accurate hard and soft copy files.
- Assist in the management of the budget for IELTS testing in the designated region, including test revenue and all associated costs – staff, venue, storage, premises etc.
- To supervise all aspects of test day preparation, test day administration and post-test day administration.
- To sustain positive customer relations via all media: front desk, phone, email, test day registration.
- Enquiries, data entry (applications and results), filing, printing, sorting and organizing
- Applications, stock take, mail merge documents;
- Maintain confidentiality of IELTS and associated information and processes;
- Maintain Petty Cash for office expenses.

Work Experience in SAUDI ARABIA: PROJECT FURNITURE CO. Worked as a Purchasing Coordinator, From Jan 2012 To May 2013.

Job Responsibilities:

- Preparing of Quotation based on the date provided by Department Heads.
- Recommend re-order quantities for the approval of the Ordering Committee
- Upon approval of re-order quantities, place order with suppliers after containerization.
- Follow-up with suppliers / forwarders until order is shipped / received.
- Correspondence with suppliers on all issues related to placement of purchase order /
- Order confirmation / follow-ups.
- Coordinate with other departments such as Marketing, Sales, Accounts & Warehousing on issues related to orders, shipments, payments etc.
- Prepare reports / analysis as and when required by the management.
- Verify supplier invoices to make sure the quantities. Items shipped / invoiced are as per.
- Preparing Cost Sheet of purchased items.
- Preparing Master item code and arrangement of items in warehouse with proper way and pass Purchase orders it to Accounts Department for payment.
- Maintained confidential customer details in up to date filing system and resolve Problems.

Work Experience in Saudi Arabia: EXEL FMCG LOGISTIC (OLAYAN GROUP). Worked as an Inventory Supervisor, From Mar 2011– Dec 2011.

Job Responsibilities:

- Physically counts inventory items to verify location accuracy on a regular basis and
- Making movements of stock on daily basis to reach location accuracy.
- Prepares Daily and monthly inventory summary report.
- Prepare item damage report on monthly basis.
- Physically checking items weather, it is proper located with concern expiry tag.
- Processes and distributes documentation with purchase orders, reports.
- Documents and tracks damages and discrepancies on orders received.
- Receives, stores, tags and tracks surplus property; prepares property lists for items.
- Receives and stores documents and confidential files.
- Handles and documents storage and transportation of hazardous materials.
- Maintains the warehouse, records area and stores area in a neat and orderly Manner.

TECHNICAL SKILLS

- Well-versed with MS-office integrated package as Word, WordPad, Access and PowerPoint.
- Good Knowledge in Computer Hardware, Software & Internet Services
- Excellent problem solving and analytical skills.
- Installation of Windows and Software's.
- Well-learnt with Account-Based-Package as Tally-9, Focus and Peachtree.

STRENGTHS

- Excellent administrative and computer skills.
- Time management skills to prioritize daily tasks to meet deadlines.
- Always try to co-operate coordinate to maintain communication.
- Good Communication skills in languages and Ability to converse freely in English & Hindi
- Planning and organizing, Strong Initiative and self-driven.

ADDITIONAL SKILLS:

- Excellent Interpersonal Relationship.
- Believe on my work because I am hard worker.
- Can able to take any challenges with smiling face.
- Ability to learn & ADOPT anything if company gives me chance.
Strategic Thinker and fast learner.