

Mohammad Ansar

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OBJECTIVE

Seeking a suitable position in accordance with my experience and skills gained over the years to the full extends for development, thereby contributing to the overall growth and profitability of the organization as well as attaining self-growth in career.

CAPABILITIES

- Enthusiastic and industriousness, i.e. energetic operation and positive response to pressure of work.
- Result oriented: effective time management skills.
- Versatility: efficient handling of a variety of tasks concurrently.
- Undertaking of short and long term planning with respect to the duties and project.
- Adaptability: work well autonomously or as member of team.
- Reliability, punctuality and confidentiality.
- Quick learner

WORK EXPERIENCES

THE ITALIAN HERO SILVER (2011 – 2014)

Worked as Sales and Marketing Executive Mangalore, India.

Key Duties and Responsibilities:

- Consulting the companies for marketing the products.
- Taking the orders from the clients
- Check the availability of stock and confirming the delivery to the clients.
- Submitting report to Sales Manager.
- Achieving the monthly target Sales.

AWAL FIBER GLASS (2014 –2017)

Worked as Store Supervisor

Key Duties and Responsibilities

- Be in charge of a storeroom which receives, stores and issues a variety of general items, with responsibility for maintaining security of assigned area.

- Independently perform difficult tasks in connection with checking and tallying special and/or technical items of supply.
- Handle and store special stock items requiring special treatment which deviates from established storekeeping methods and which requires knowledge of stock characterized by susceptibility to spontaneous combustion, toxicity, fragility, rapid deterioration, contamination, ease of physical damage, etc.
- Check stock against shipping authorization for agreement as to quantities, descriptions, sizes, conditions and conformance to purchase orders.
- Store stock according to established methods and sanitation practices.
- Issue stock as requested on requisitions by checking items against stock levels on hand, suggesting substitutes when necessary, and obtaining appropriate signatures on requisitions.
- Mark articles with identifying codes, figures or letters, as required.
- Read and interpret data processing cards used for stock/inventory record maintenance and reorder as required.
- Solve problems which require searching for data in catalogs and publications to determine substitution, interchange and compliance with specifications.
- Record stock transactions, listing pertinent data such as purchase order number, date received, date issued, etc.

AWAL FIBER GLASS (2017 – Present)

WORKING AS PRODUCTION PLANNER

Key Duties and Responsibilities:

- Receiving purchase requisition from the stores, forward it to the purchase Department.
- Collect the quotes from the Purchase officer and make the comparison chart with the last cost price for the approval.
- Preparing purchase order with our terms and condition and send to the supplier.
- Prepare Supplier evaluation for each year as per the ISO procedure.
- Analyze market and delivery systems in order to meet the present and future material availability.
- Maintain records of goods ordered and received.
- Verifying the goods condition and compare the invoice amount and quantity with purchase order once items received
- Inspecting all the materials received from the supplier
- Posting all purchase entries verifying PO & Import cost
- If WE find any damage and poor quality material must to be returned
- Making work order for all non-tradable items and non-tradable work

ERP Software system Roles:

- To create the Good Receipts in ERP system,
- Prepare the aged item stock report
- Maintain the minimum stock level in the system.
- Entries for packaging and handling of materials in system.
- Make stock ledger report as per Management requirement.

- Monthly closing and Annual closing Reports
- Create the stock valuation report.
- Generate all required reports regarding dispatch of products using MS-Excel.

EDUCATION

- PUC Commerce, Tippu sultan Pre University, Karnataka, India.- 2010
- SSLC Karnataka Govt School, Sajipa, Karnataka, India.

PERSONAL DETAILS

Date of birth : 01.12.1992
Marital Status : Single
Languages : English, Hindi, Malayalam, Kannada, Arabic (Read and Write)
Passport Number : L3193145

In the view of the above, I expect that my qualifications and experience to meet your expectation. In the event of my selection, I assure you that I will carry out all responsibilities assigned to me with complete sincerity.

Thanking you,

Mohammad Ansar