

# Amanullah. M

Mobile No: 0091-8122524339

E-mail: amanunavid5@gmail.com

---

## **Profile Summary:**

A self-motivated and hard working person with good knowledge in various aspects of store functions for the past 14+ years.

## **Core Expertise:**

- ❖ Good analytical and interpersonal skills
- ❖ Attention to details
- ❖ Ensure data maintenance of Arrival and Issuance of Leather, chemicals, Upper, Bottom, Sole and other consumables
- ❖ Preparation of stock statements, as per the required format
- ❖ Checking of inward and outward materials
- ❖ Ability to brief and assist courier when required
- ❖ To ensure accuracy in all paperwork and delivery quantities
- ❖ To be able to deal effectively and efficiently with the queries and correspondence.
- ❖ Manage the warehousing and storage of all materials
- ❖ Supervise the delivery of materials and supplies to the production facilities upon schedule and or request. Make emergency deliveries if needed
- ❖ Ability to work closely with the production to recommend quantities of supplies for purchase
- ❖ Producing regular reports and statistics on a daily, weekly and monthly basis
- ❖ Preparing orders as per the instructions of the superior and assist for loading and unloading the containers in a safely manner
- ❖ Responsible for computerized stock maintenance of the materials
- ❖ Accurately updating all data into computer and manual recording systems
- ❖ Signing off and replenishing stock
- ❖ Ability to follow processes and procedure accurately

## **Professional Experience:**

### **June 1999 – March 2006 - M/s Bonaventure Shoes Pvt. Ltd., Ambur.**

- Worked in various positions: MIS In-Charge, Store In-Charge and UDP In-charge.

### **April 2006 – September 2010 – M/s Sikandar & Co Pvt. Ltd., Vaniyambadi.**

- Worked as Data Entry Operator in Accounts Department in Tally 9.0 version.

### **June 2011 – August 2014 – M/s Rajih Association (P) Ltd, at KAR Group.**

- Worked in various positions, like, Material warehouse In charge in & in ERP Dept., Worked in Floaram shoes (P) ltd, Material Purchase in IMI Dept.,

### **January 2015 – 2017 – M/s Flora Leather Fashoin (P) Ltd, at KAR Group.**

#### **Designation: Material Warehouse In-Charge**

- Worked in various positions, like, Bottom Store In charge

### **April 2017 – Present 2024 – M/s Sikandar & Co Pvt. Ltd., Vaniyambadi.**

- Worked as Data Entry Operator in Accounts Department in Tally 9.0 version, Tally Prime also

## **Academic Qualification:**

B.Sc. (Computer Science.) - UNIVERSITY OF MADRAS	- 1999	- 68.0%
H.S.C. (+2) - BOARD OF HR.SEC. EDUCATION, TAMIL NADU	- 1994	- 52.0%
S.S.L.C - BOARD OF SECONDARY EDUCATION, TAMIL NADU	- 1991	- 53.2%

## **Computer Proficiency:**

- Good Knowledge in Operating System – Windows XP, Windows 7.
- Good knowledge in MS Office 2003, 2007 & 2010
- Good knowledge in Tally .9

## **Extra-Curricular Activities:**

- Actively participated in school level functions
- Member of NSS.

## **Personal Details:**

Father's Name	:	M.Anwar Basha
Age	:	48 Years.
Sex	:	Male.
Marital Status	:	Married.
Nationality	:	Indian.
Religion	:	Islam.
Languages known	:	English, Tamil, Hindi & Urdu.
Permanent Address	:	No: 34 Pillaiyar Koil Street, Newtown, Vaniyambadi, Vellore, Tamil Nadu - 635752, India.

## **Declaration:**

I hereby declare that the information and facts stated herein above are true and correct to the best of my knowledge and belief.

**Place :** Vaniyambadi, India

**Date :** (AMANULLAH.M)