

Abdur Rahman Fazal

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OBJECTIVE

To work with an organization that offers career growth opportunities and to use my skills and knowledge to help the company succeed.

CURRENT EMPLOYMENTS DETAILS

❖ **Organization:** Al Shalal Pure Drinking Water LLC (Dubai)

Designation: Production and Inventory Controller

Duration: January 2023 – Present

Key Responsibilities:

- **Loading & Unloading Documentation:** Prepared daily loading and unloading charts for 5-gallon, cup, and PET products in Excel, based on loading slips.
- **Inventory Management:** Coordinated inventory transfers between warehouses and maintained accurate stock records to avoid discrepancies.
- **Purchase Orders (LPOs):** Created Local Purchase Orders (LPOs) for procurement of goods and verified incoming items against LPOs.
- **Stock Verification:** Conducted regular stock verifications to ensure accuracy and prevent discrepancies.
- **Administrative Tasks:** Performed administrative duties such as preparing inventory reports, ordering supplies, and managing documentation.
- **Record Keeping:** Maintained and verified records related to time, materials, and expenditures to ensure accuracy.
- **Database Management:** Ensured accurate entry and updating of materials and products in the SAP database.
- **Material Tracking:** Tracked the arrival of newly ordered materials and updated inventory records as needed.
- **Order Management:** Ensured inventory records were up-to-date and placed new orders as necessary to maintain stock levels.

Achievements:

- Enhanced documentation processes for loading and unloading, improving accuracy and operational efficiency.
- Streamlined inventory management practices, resulting in reduced discrepancies and timely procurement.

WORK EXPERIENCE

a. Organization: Common Service Center (CSC)

Designation: Aadhaar Supervisor

Period: March 2017 – March 2020

Responsibilities:

- Supervised Aadhaar enrollment processes and ensured compliance with guidelines.
- Managed a team of enrollment operators, providing training and support.
- Coordinated with local authorities and other stakeholders to resolve issues and ensure smooth operations.
- Conducted regular quality checks to maintain high standards of data accuracy and service delivery.

b. Organization: Telenor India

Designation: Activation Officer

Period: February 2015 – February 2017

Responsibilities:

- Handled activation of new mobile connections and services for customers.
- Assisted in troubleshooting and resolving activation-related issues.
- Provided customer support and guidance on service plans and features.
- Maintained records of activated connections and customer interactions.

c. Organization: W.D.S

Designation: Data Entry Operator

Period: 2011 – 2015

Responsibilities:

- Entered and updated data into company databases with high accuracy.
- Performed data verification and validation to ensure information integrity.
- Generated reports and summaries based on data inputs.
- Supported data management tasks and administrative duties as required.

Personal Qualities

- ✓ **Highly Motivated:** Committed to completing assignments with enthusiasm and dedication.
- ✓ **Strong Work Ethic:** Believes in hard work, effective time management, and maintaining a disciplined approach.
- ✓ **Positive Attitude:** Maintains a positive outlook with a continuous eagerness to learn and grow.
- ✓ **Dedication:** Values discipline and shows dedication to achieving job responsibilities.

Education

- **Bachelor of Arts (BA)**
Maulana Azad National Urdu University (MANUU), Hyderabad
Year: 2014
Division: [2nd]
- **Intermediate (Science)**
K S College, Darbhanga (BSEB Patna)
Year: 2009
Division: [2nd]
- **Matriculation**
Shafi Muslim High School, Darbhanga
Year: 2007
Division: [2nd]

COMPUTER PROFICIENCY

- **SAP Inventory Management:** Proficient in SAP Inventory Management, including tracking, managing, and optimizing inventory levels.
- **Software Applications:** Experienced with DOS, Microsoft Office Suite, and Microsoft Excel; skilled in internet browsing.
- **Operating Systems:** Knowledgeable in Windows XP, Vista, 7, and 8.
- **Hardware Assembly:** Competent in assembling computer hardware.
- **Software Installation:** Capable of installing and configuring various software applications.

PERSONAL DETAILS

Father's name : Shamsur Rahman
Date of birth : 18th -feb- 1993
Gender : Male
Marital status : Un-married
Nationality/religion : Indian/Muslim
Language known : Hindi, English, Urdu &
Arabic Permanent address : New Islampur, Panderpala,
Dist- Dhanbad, Jharkhand (India)

PASSPORT DETAILS

Name : Abdur Rahman Fazal
Passport no : M8129386
Date of issue : 22/04/2015
Date of expiry : 21/04/2025
Place of issue : Ranchi

Declaration:

I declare that all above mentioned details are correct and true to the best of my knowledge.

DATE:
PLACE :DUBAI

(Mr. Abdur Rahman Fazal)