

Resume

A.ALTHAF HUSSAIN
H.No:8-3-169,H.F Nagar, Borabanda
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Objective

Seeking forward for a challenging career in your esteemed organization where I can utilize my knowledge towards organizational as well as my professional goals.

Professional Experience

I have 2.6 years of Experience in As a Sales Executive.

Past Work Experience

Employer : NAGARJUNA LUBE CORPORATION PVT LTD
Designation : Sales Executive
Duration : 2012 September to Jan-2015 .

Job Responsibilities

- Coordinate with the Manager Regard Sales Targets.
- Visit The Customers/Dealers For Orders
- Creation of Vendor Master Data in ERP-Tally
- Enter accounting entries for Purchase, Sales, Credit & Debit Note..
- Verification and Accounting Expenses Bills.
- Closing the Sales Call

Previous Company Work Experience

Employer : Team Play Management Solution Pvt Ltd (C&F Agents for Asian Paints Ltd
Designation : Billing & Dispatch Clerk (Ware house)
Duration : 2015 February To April 2019.

Job Responsibilities

- Maintaining Order Levels In SAP(S.D&M.M)& OTM(Oracle Transport Management
- Processing the Orders in (OPD)

- Assisting The Warehouse Manager in Receiving the stock And Updating Inward And Outward Stock Entries In ERP/SAP
- Preparation of Goods Inward And Outward Report
- Transfer of stocks between stores & stores & another warehouse.
- Coordinate with various dept. such as Inward/outward, operations, Logistics, Purchase & Marketing dept.
- To distribute invoices respective department
- Arrangements of Transportation For Dispatch & Follow Up,
- Block and Release of stock
- Processing Re-Dispatch as per Material Return
- Daily/Weekly Stock Report submission to the management
- Maintained Daily receiving Reports Through SAP
- Maintained Daily Dispatch Reports Through SAP

Work Experience

Employer : R Cube Marketing Pvt Ltd (C&F Agents for BERGER Paints Ltd)
Designation : Billing & Dispatch Clerk (Ware house & logistic operation)

Duration : 2019 June To Till Date

Job Responsibilities

- Handling the Logistic and supply chain operation
- Handling team of 5-6 people
- Coordinate and monitor supply chain operations
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Processing the order from Oracle Software
- Punching Orders manually
- Processing Orders Release And Ship confirmation
- Maintain Inward Register
- Follow-up With Customers, Drivers for delivery of the consignment.

- Coordinating With Dispatch Team
- Block and Release of stock
- Processing Re-Dispatch as per Material Return
- Weekly once indents Processing to Factories.
- Generating STN COPIES As per stock basis
- Responsible for Warehouse Stock Taking (Auditing) For Every Three Months.
- Prepare Inventory of the stock items Weekly
- Follow-up Dealers Outstanding list

Education Qualification

- MBA with Finance specialization from **Nizam Institute of Engineering & Technology**, affiliated to O.U, Hyderabad .in 2008-2010.
- B.A (Economics) from S.N.S.R Degree College affiliated to S.K. University. in 2005-2008
- +2 from H.E.C (Theresa. Jr College) in 2004-05.
- 10th from S.S.C Board (Z.P.H. School) in 2002.

Accounting Knowledge

- Tally Erp 9.0
- S.A.P [S.D]
- Oracle

Computer Proficiencies

- M S Office

Strengths

- Ability to work well with a team and individually.
- Quick Learner

Personal Information

Name : A. Althaf Hussain

Father Name: : A Ashraf Ali

Date of Birth : 05-july-1987

Sex : Male

Marital Status : Married

Passport Status : Yes

Languages known

- Telugu
- English
- Hindi

Declaration

I HEREBY DECLARE THAT THE ABOVE MENTIONED INFORMATION IS CORRECT UP TO MY KNOWLEDGE AND I BEAR THE RESPONSIBILITY FOR THE CORRECTNESS OF THE ABOVE-MENTIONED PARTICULARS.

PLACE: HYDERABAD

DATE:

(A ALTHAF HUSSAIN)