

CURRICULUM VITAE

ERSHAD SHAIK

Email : ershad.august18@gmail.com

Mobile : +91-7032370878

Career Objective

To associate with an organization which gives me an opportunity to update my knowledge and be a part of the team that excels in work towards the growth of the organization and gives me satisfaction thereof.

Experience

> GLOBAL TECHNICS, NELLORE

Industry: HEAVY MACHINE/ EQUIPMENT

Designation: Purchase Executive from September 2012 to Present.

Responsibilities:

- Vendor Management & Development.
- Enters and process Purchase Requests & Orders.
- Bids & Tenders Participation.
- Resolve supply, quality, service and invoicing issues with vendors
- Negotiating contract terms of agreement and pricing.
- Comparing and evaluating offers from suppliers.
- Track orders and ensure timely delivery.
- Maintain updated records of purchased products, delivery information and invoices.
- Responsible to source, negotiate and purchase materials from both local and overseas vendors.
- Monitor stock levels and place orders as needed.
- Review and maintain purchasing files, reports and price lists.
- Meeting suppliers for technical reviews, techno-commercial discussions, product related queries & resolve it
- Establishing Payment terms.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

> APACHE FOOTWEAR PVT LTD, ADDIDAS GROUP

Industry: FOOTWEAR MANUFACTURER

Designation: Admin Staff (Imports & Customs) form July 2011 to August 2012.

Responsibilities:

- Special Economic Zone Online works, Bill of Entry
- Maintain Day to Day updation in upcoming Shipment
- Maintain Record of Import & Export Documentation
- Preparation of Customs Letters
- Expediting inspection of goods received

- Filing and keeping records of all imports documents
- Maintaining Weekly & Monthly (Sales & Purchase) Reports.
- Email & Telephonic Conversions with clients

Academic profile

Course	Institution	Board / University	Year of Completion	Aggregate (%)
B.TECH, IT	Netaji Engineering College	JNTU,Hyderabad	2011	68
INTERMIDEATE	Ratnam junior college	Board of Intermediate Education	2006	65
SSC	Saint Pauls English Medium School	Board of Secondary Education.	2004	69

Technical Skills

- Proficient in use of MS Office Applications (Words, Excel, Outlook)
- **Operating systems:** Windows XP, Windows 7.

Personal Skills and Capabilities

- Very enthusiastic to learn new concepts.
- Ability to deal with people diplomatically.
- Friendly Nature.

Main Project

Title : CARGO TRACKING SYSTEM.
Team size : 4
Role : Leader.
Duration : 3 months.

Description: The main purpose of this project is to provide online system for transporting various goods from one place to another and also viewing the customer about the current status of the cargo.

Personal Details

Name : Ershad Shaik.

Father's name : SK Mohammad Sharif.
Date of birth : 18-08-1988.
Sex : Male
Marital status : Married
Nationality : Indian
Languages : English, Telugu, Hindi, Urdu.
Permanent address : s/o Sk Mohammad Sharif,
4th Floor, Plot No.301, Devi Gardens Appartment,
Mulapeta, Nellore -524001,
Andhra Pradesh, India.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Nellore

(Sk.Ershad)

Date: