

Syed Akhil

Mobile - 0549546899 / akhilsyed378@gmail.com



Summary

Graduate in computer Applications (Bachelor degree) with **2 years** of experience as a **stock manager & purchasing manager** at **ENERGY LUXURY FACTORY OF ELECTRICAL INDUSTRY IN KSA RIYADH GHOURABHI MARKET & 4 YEARS EXPERIENCE IN SALES EXECUTIVE** at Mohan Reddy jewelers and **2 years of experience** as a **store keeper** at Reliance Retail (Grocery store).

Core Competencies

- | | | | |
|-------------------------|--------------------------|-------------------|---------------------|
| • Inventory Management | • Supply chain Knowledge | • Planning | • MS Excel |
| • MS Word | • MS Power Point | • Problem solving | • Time Management |
| • Integrity | • Communication skills | • Ethics | • Analytical skills |
| • Customer satisfaction | • Display setup | • Dedicated | • Detail oriented |

Experience

ENERGY LUXURY FACTORY FOR ELECTRICAL INDUSTRY

STORE KEEPER & STOCK MANAGER

(JUN-20-2023 TO TILL NOW)

- Inventory management
- making delivery notes for retailers and factories
- Making invoices and delivery notes in SMACC software
- Master in smacc
- Receiving stocks like goods & services from outside suppliers with invoice & delivery notes
- Maintaining good behaviour & good discipline with suppliers
- checking the quality of goods
- if damages any product from suppliers and then replacement at a time
- Making proper records of invoice & delivery notes return deliveries in different files & saving into system files
- adding the stock of goods & services in EXCEL & SMACC software
- daily decreasing the stocks from system
- making every items with a delivery notes
- keep cleaning the store in weekly once
- Keep quantity checking of every products from the suppliers with invoice
- working on high pressure
- Making the stock materials in proper manner in the location code number wise category wise
- proficiency in ms-office excel word & smacc

ENERGY LUXURY FACTORY FOR INDUSTRY

(DEC-2022-18 TO JUNE-2023)

PURCHASING MANAGER

- Purchasing accessories of electrical goods from outside suppliers
- Making purchase orders in system in the smacc software
- Negotiates with suppliers
- Develops a purchasing strategy
- Reviewing the quotations & processing the purchase orders
- Develops a good communication & good relation with suppliers
- Maintains records of goods ordered & received from suppliers
- maintains suppliers invoice & delivery notes in a file & system
- Researching potential vendors
- Comparing the prices from each suppliers to another suppliers

- Tracking orders from outside and ensure timely delivery
- Review the quality of product from purchased suppliers
- The purchaser will arrange meetings with vendors to discuss more discounts
- Purchasing managers aims to secure the best prices for goods & services without sacrificing quality helping to control costs and improve more profitability
- Staying informed about market trends new products, and emerging suppliers to identify opportunities for cost savings and process improvements

Mohan Reddy Jewelers, Nellore, India

2018-2022

Sales Executive

- Delivered exceptional customer service to every individual who visits the jewelers shop.
- Developed comprehensive knowledge about different types of jewelry, latest jewelry trends and their characteristics.
- Achieved monthly revenue targets by promoting the specific products to the customers and increased the customer transaction value.
- Built strong relationship with the customers and increased the customer base of the shop.
- Became the leader in high ticket sales.
- Arranged and presented the jewelry in an appealing manner to the customer.
- Developed an ability to understand the customer requirements.
- Educated customers on proper jewelry care and maintenance to ensure longevity and preserve its beauty.
- Headed and performed physical counts of jewelry at frequent intervals.

Education:

Qualification	Year	Board / University	Percentage
Degree (Bachelors degree in computer Applications)	2021	Vikrama simhapuri university	65%
Class XII	2015	Board of Intermediate Education	41.7%
Class X	2012	Board of Secondary Education	48%

Additional Information

- **Certifications & Training:** C++ Language.
- **Technical Skills:** MS Office (Excel & PowerPoint, Word).
- **Soft Skills:** Strong Analytical Skills, Ability to work independently, Good Communication Skills, Adaptability
- **Languages:** Fluent in English arabic Urdu, Hindi, and Telugu.
- **Iqama status:** Transferable.
- **Current Location:** Riyadh, Saudi Arabia.

