



# Resume

## **K. Sadam Hussain**

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Dubai – UAE

### **Area of interest**

It support & Admin department &  
Database management in  
Retail field.

### **Personal Data**

Father's Name : A. Kamaludeen

Date of Birth : 28-08-1990

Gender : Male

Nationality : Indian

Marital Status : Single

### **Passport Details: -**

Passport No: - J9105008

Date of Issue: - 26/07/2012

Date of expiry: - 25/07/2022

Place of issue: - Trichy,

Tamil Nadu, India.

### **My Profile**

Father's Name : A. Kamaludeen

Date of Birth : 28-08-1990

Gender : Male

Nationality : Indian

Marital Status : Married

### **Objective**

- To be a part of a growth-enhance organization where I can add value by exploring my personal skills and that will allow me to utilize my knowledge for professional and personal growth.

### **Project worked**

- Car door digital locking system using finger print
- Cylinder relief valve

### **Working Experience**

- Currently working in METRO BAZAR GROUP OF SUPERMARKET Working as an AUDIT ASSISTANT (May 2020 - till now).
- Worked as Back office EDP incharge in inventory and database Management team (SAP SUPPORT) Megamart group of supermarket in Kingdom of Bahrain muharraq (May 2017 to Jan 2020).
- Worked as a Document Controller in Admin department at Alibros Associates (Jan 2016 to Feb17).
- Worked as a Front Office Assistant at Hotel metro (July-2014 to Jan-2016).
- Worked as an Office Assistant cum Document Controller at Al Badad International (16-06-2013 to 25-06-2014) Jebel Ali Free zone co.
- Worked as a Customer Care Associate) In Auto Spare Parts sales department in Viveks Service Center Chennai, (Aug-2012 to Jun-2013).

### **Job Responsibility**

- Maintain good inventory and database management By SAP SYSTEM.
- Customer Service for any Exchange and Return.
- Maintaining lpo,lpa,grn, purchase return,inter transaction (transfer In and transfer out)
- Monitoring supermarket consumption supermarket use shop expenses and damage and expiry entries
- Update the cost and retail daily wise running the promotion and weighting scales also.

## **Other skills**

- AUTOCAD 2D & 3D
- SAP
- CREO
- CATIA

- Visiting all branches monthly one time and check the pdt gun and and check the all entries made against purchase return 1+1 transfer in and out shop expenses and supermarket consumption and also made corectly and filed by hot copy.
- Articles and supplier creation and deletion depend upon Self or display agreement
- To maintain the ATV.
- Update the articles by category and sub category llike food,non food ,garments,novelty, electronics,garments to easily maintaing inventory and monitoring department sales also
- Check credit notes against the supplier invoice
- Conduct the cyclic inventory and annual inventory to maintain a perfect stock
- Listing delisiting the article depend upon self or display agreement
- Maintain the inventory for the perfect stock level.
- Entering the sales and stock monitoring.
- Maintain the entries correctly.

## **Education**

- Matric Education(10<sup>th</sup>) (2006 - 2007) in Al-ameen matric higher sec school
- Higher secondary(12<sup>th</sup>) (2008 – 2009) in Al-ameen matric higher sec school
- Diploma in Automobile (2009-2012) in MAR polytechnic, Tirchy, Tamil Nadu
- Diploma in product design (2014) in cadd training Institute
- PGDCA (Post Graduate Diploma in Computer Application)In RSK THECHNOLOGIES from (Nov 2014 – Dec 2015)
- DIPLOMA IN HARDWARE & NETWORKING In VENUS EDUCATIONAL ACADEMY (JAN 2016 - DEC 2016)

## **Certification**

- Diploma in Computer application (DCO)
- Diploma in Computer Hardware (DCH)

## **Languages Known**

English, Hindi, Malayalam & Tamil.

**Hereby declare that the above details are true to the best of my knowledge.**