

# CURRICULAMVITAE

**ABDUL ASRAR**

**Store In-Charge**

Mobile: +05039397512

Email: [Abdulasrar924@gmail.com](mailto:Abdulasrar924@gmail.com) Dammam,  
KSA.



---

## **Carrier Objective:**

To obtain the position of Store In charge, where I have 5 years of strong organizational and management skills to improve inventory control, streamline operations, and deliver excellent customer service. I aim to implement efficient processes that lead to reduced stock wastage, enhanced sales, and a motivated team of employees

## **Academic Qualification:**

- **B.COM computers** from Vashista Degree College. (2014–17)
- **Intermediate** Ravi Junior College -Board of Intermediate. (2012–14)
- **S.S.C** from Vijaya High School –Board of Secondary Education. (2012)

## **Work Experience:**

- Store In charge in JSW Steel Work at Industrial and construction field, Karnataka, (India) from March 2021 to December 2024.
- New Hindustan traders, Nirmal, Telangana, (India) from August 2018 to January 2021

## **Roles & Responsibilities**

- Ensure the accurate tracking of inventory levels, both in-store and in the warehouse.
- Perform regular stock audits and reconcile physical inventory with records
- Ensure optimal stock levels to avoid overstocking or stockouts.
- Order new stock as required and manage backorders.
- Monitor product expiry dates (if applicable) and ensure stock rotation.
- Supervise the receiving, unloading, and inspection of deliveries.
- Ensure that products are stored in the correct locations, labeled appropriately, and are easily accessible.
- Maintain a clean and organized store/warehouse environment.
- Monitor inventory levels and investigate discrepancies or losses.
- Implement strategies to prevent pilferage or damage
- Ensure shelves are well-stocked and items are displayed according to store layout or marketing guidelines.
- Monitor sales performance and identify potential improvements in product placement or promotions.
- Maintain accurate records of inventory transactions (e.g., receipts, issues, returns).
- Ensure all inventory records (manual or digital) are up to date and accessible for audit purposes.
- Prepare daily, weekly, or monthly stock reports for upper management or clients.

- Record discrepancies, damages, or losses and take corrective action as necessary.
- Help manage the store's budget, controlling expenses and reducing wastage.
- Ensure the accurate handling of cash or credit transactions, if applicable.
- Implement pricing strategies, discounts, and promotions to maximize sales and profitability.
- Implement loss prevention strategies to minimize theft or damage to stock.
- Monitor security systems (e.g., CCTV, alarm systems) and report any suspicious activity.
- Conduct regular stock audits to detect discrepancies and take corrective action.

#### Technical Skills:

- Good knowledge of computer & well versed with **MS-office** & Internet applications.
- Hardware Assembling, Installing Software, and troubleshooting, etc.
- Typing (, ENGLISH,)
- OS (Win7, Win10, Win xp) Installing,

#### Personal Ability:

- ❖ Great Commitment and dedication towards carrying out any work.
- ❖ Commendable ability to work in a team as well as independently.
- ❖ Ability to stay focused & motivated.
- ❖ Honest, hardworking, and dependable.
- ❖ Enough to take any challenge
- ❖ Well-developed Administrative Skills
- ❖ Hard work towards problem-solving.

#### Personal Profile:

|                  |                                |
|------------------|--------------------------------|
| Passport Number: | C7300262                       |
| Iqama Status:    | Transferable Iqama             |
| Date of Birth:   | 17 July 1995.                  |
| Notice Period:   | Immediately Joining            |
| Marital Status:  | Single                         |
| Languages Known: | English, Urdu & Arabic (Basic) |
| Nationality:     | Indian.                        |

#### **DECLARATION:**

I hereby declare that all above mention information is true to the best of my knowledge and belief.

**Place: Dammam, KSA.**

**(ABDUL ASRAR)**

# Kakatiya University



## Faculty of Commerce & Business Management

Roll No. 177152201

This is to certify that Abdul AsrarSon/Daughter of Abdul Khader

has been admitted to the Degree of

### Bachelor of Commerce

(Medium: *English* )

of this University, having been declared to have passed in.

Part-I:

English

Second Language (*Hindi*)Year*Annual*  
*2016*Division*First*Part-II (Optionals):

Group-A

Group-B

Group-C

*Instant*  
*2017**Completed /*  
*Second*Electives: *1. Relational Database Mgt. Systems*  
*2. Business Communication*

Given under the seal of the University

Warangal, Telangana State, India

Date : *16 March 2018*

Vice - Chancellor



# Wakatiya University

Warangal - 506 009 (T.S.) India

177

## PROVISIONAL CERTIFICATE

No. : 591177

Date 29-07-2017

This is to certify that ABDUL ASRAR  
Son/ Daughter of ABDUL KHADER has passed  
the BACHELOR OF COMMERCE examination held  
in JULY, 2017 in FIRST DIVISION under Part I  
and in COMPLETED/SECOND DIVISION under Part II.

He/She was examined in the following subjects with Roll no. 177152201

Part I :

Month & Year  
of Passing

English

Second Language : HINDI

ANNUAL 2016

Part II :

INSTANT 2017

GROUP-A

GROUP-B

GROUP-C

ELECTIVES: 1. RELATIONAL DATABASE MGT. SYSTEMS  
2. BUSINESS COMMUNICATION

for

Registrar



No. 634176

Date: 30-07-2017

Examination: B. COM., INSTANT, JULY, 2017

Candidate's Name: ABDUL ASRAR

Roll No.: 177152201

Father's Name: ABDUL KHADER

| SUBJECT                                          | THEORY MARKS |         |                | PRACTICAL MARKS |         |                |
|--------------------------------------------------|--------------|---------|----------------|-----------------|---------|----------------|
|                                                  | MAX.         | SECURED | YR. OF PASSING | MAX.            | SECURED | YR. OF PASSING |
| <b>PART - I</b>                                  |              |         |                |                 |         |                |
| <b>FIRST YEAR:</b>                               |              |         |                |                 |         |                |
| ENGLISH - I                                      | 080          | 048     | A'15           | 020             | 016     | A15            |
| SECOND LANGUAGE: HINDI                           | 100          | 082     | A'15           | -               | -       | -              |
| <b>SECOND YEAR:</b>                              |              |         |                |                 |         |                |
| ENGLISH - II                                     | 080          | 052     | A'16           | 020             | 016     | A16            |
| SECOND LANGUAGE: HINDI                           | 100          | 059     | A'16           | -               | -       | -              |
| TOTAL MARKS: 273 (TWO HUNDRED AND SEVENTY THREE) |              |         |                |                 |         |                |
| DIVISION: FIRST                                  |              |         | A'16           |                 |         |                |
| <b>PART - II</b>                                 |              |         |                |                 |         |                |
| <b>FIRST YEAR:</b>                               |              |         |                |                 |         |                |
| PROGRAMMING CONCEPTS USING 'C'                   | 070          | 031     | A'15           | 030             | 012     | A'15           |
| FINANCIAL ACCOUNTING - I                         | 070          | 25      | A'15           | 030             | 012     | A'15           |
| BUSINESS ORGANISATION & MGT.                     | 070          | 040     | A'15           | 030             | 020     | A'15           |
| FUNDAMENTALS OF INFORMATION TECH.                | 070          | 38      | A'15           | 030             | 014     | A'15           |
| CONTEMP. INDIA: ECO. POLICY & SOCIETY *          | 050          | 030     | A'15           | -               | -       | -              |
| <b>SECOND YEAR:</b>                              |              |         |                |                 |         |                |
| E - COMMERCE                                     | 070          | 025     | A'16           | 030             | 024     | A'16           |
| ADVANCED ACCOUNTING                              | 070          | 030     | A'16           | 030             | 018     | A'16           |
| BUSINESS STATISTICS                              | 070          | 048     | A'16           | 030             | 023     | A'16           |
| BUSINESS DATA PROCESSING SYSTEM                  | 070          | 040     | A'16           | 030             | 018     | A'16           |
| ENVIRONMENTAL STUDIES *                          | 100          | 055     | A'16           | -               | -       | -              |
| <b>THIRD YEAR:</b>                               |              |         |                |                 |         |                |
| BUSINESS LAWS                                    | 070          | 032     | A'17           | 030             | 025     | A'17           |
| CORPORATE ACCOUNTING                             | 070          | 026     | A'17           | 030             | 026     | A'17           |
| COST & MANAGEMENT ACCOUNTING                     | 070          | 027     | A'17           | 030             | 026     | A'17           |
| AUDITING                                         | 070          | 038     | A'17           | 030             | 025     | A'17           |
| WEB PROGRAMMING                                  | 070          | 030     | A'17           | 030             | 022     | A'17           |
| RELATIONAL DATABASE MGT. SYSTEMS                 | 070          | 041     | I'17           | 030             | 023     | A'17           |
| BUSINESS COMMUNICATION                           | 100          | 047     | A'17           | -               | -       | -              |
| SCIENCE & CIVILIZATION *                         | 050          | 031     | A'17           | -               | -       | -              |
| TOTAL MARKS: 806 (EIGHT HUNDRED AND SIX)         |              |         |                |                 |         |                |
| DIVISION: COMPLETED/SECOND                       |              |         | I'17           |                 |         |                |

Pass Marks in each subject: 33% of the Maximum Marks

\* marks neither included in total nor considered for award of division

SECTION IN CHARGE

SUP. T. / A.R.

FOR CONTROLLER OF EXAMINATIONS