

# Khalid Rashid

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Eidgah Srinagar

## WORK EXPERIENCE

**Inventory manager at Bhat Constructions from May 2017 – June 2019)**

- To keep track & record of inventory.
- Order new supplies in a timely manner
- Maintain store's cleanliness and health and safety measures.
- Handle customer questions, complaints, and issues
- Maintain stock records.
- Document daily deliveries & shipments to update inventory.
- Analyze different suppliers to obtain the best cost-effective deals.
- Forecasting supply & demand to prevent overstocking and running out of stock.
- Track shipments and address any delays.
- Liaise with warehouse staff & other internal teams to check product quality.
- To ensure on shelf availability of products.
- Maintaining minimum & maximum stock level.
- Prepare stock reports every month.
- E-tender filling.

**Sales Representative at Babar Enterprises from Mar 2015 to Mar 2017)**

- Reach out to customer leads through cold calling.
- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Conduct market research & analysis to evaluate trends, brand awareness & competition ventures.
- Maintain relationship with media vendors & publishers to ensure collaboration in promotional activities.
- Attending key conferences and company events.

## EDUCATION

- 10<sup>th</sup> from J&K Board Kashmir.
- 12<sup>th</sup> from J&K Board Kashmir.
- BCA from Kashmir University.
- MBA from PTU.
- Pursuing Online Digital Marketing Course.

## OBJECTIVES

To achieve a responsible & authoritative position gradually in an organization where I can prove my skills & abilities while all the expectations desires from the position and want continuous and stable growth in respect to the designation and remuneration . Also I want to continually enhance my skills with the zeal more and more

## EXPERTISE

Microsoft Office  
Adobe After Effects  
SQL  
HTML/CSS  
Team Work  
Managing Skills  
Problem Solving  
To work Under Pressure  
Customer Service Skills  
Time Management  
Lead Generation  
Negotiation Skills  
Customer Management

## Hobbies

Photography