T. AHMED FAROOQUI

CSE/Inventory Controller/Admin Assistant.

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Sharjah, UAE 🏠

SUMMARY

Highly motivated travel and Immigration consultant, knowledgeable in immigration laws, rules and regulations. Experienced in CSE and Inventory Controller knowledgeable in providing purchase orders to ensure they're accurate before processing them with suppliers and checking stock status by performing physical count on shelves or in trucks.

SKILLS

- Database Management
- Global Immigration Filings
- High-Quality Customer Service
- Performance Management
- Client Counseling
- Time Management
- Work Permits & Endorsements
- Multi-Tasking
- Documentation (CRMs)
- Residence Permits
- Recruitment
- Computer System
- Customer Retention
- Office Management & Administration
- Relocation & Internal transfers
- Process Documentation
- Travel Booking
- Ticketing
- Reservations.
- Cash Handling
- Airline booking software and database management
- Seat Arrangements & Reservations
- IT Networking & Troubleshooting
- LAN
- WAN

CERTIFICATIONS

- ERP SYSTEM. B2B & Online Websites
- MS Office. Windows, Operating System
- Typing Higher can type 60 wpm
- Computer Hardware
- AMEDUS

EDUCATION

Higher Secondary Education

Board of Intermediate, Hyderabad, 2000

PROFESSIONAL EXPERIENCE

CSE/Transport Coordinator

Eram Tours and Travels| Jan 2012 - May 2023

- Research various destinations and means of travel regarding prices, customs, weather conditions, reviews etc.
- Diagnose the clients' specifications and wishes and suggest suitable travel packages or services
- Organize travels from beginning to end, through booking tickets and accommodation, securing rental transportation etc.
- Supply travelers with pertinent information and useful travel/holiday material (guides, maps, event programs etc.)
- Collect deposits and balances
- Use promotional techniques and prepare promotional materials to sell itinerary tour packages
- Handle unforeseen problems and complaints and determine eligibility for money returns

Inventory Controller, I.T. Assistant, Back office

Borders Book Store - Almaya Group. | Jul 2006 – Oct 2011

- Manage invoice workflow: Check stock availability, adjust discrepancies, and communicate shortages, transfers stock to warehouse to stores, schedule deliveries, and coordinate material delivery.
- Manage returned items: Document and re-arrange returned items, and allocate returned stock.
- Proficiency with Enterprise Resource Planning (ERP) systems.
- Monitoring computer systems for malfunctions and errors. Performing maintenance and updates on hardware and software systems as needed.
- Installing and updating software such as MS Office, antivirus and operating systems.
- Resolving the Cash Counter Queries, Overcoming the Problems arrived in Point of Sales (POS).

Computer Operator

Apex Advanced Technology | Oct 2000 – Oct 2005

- Pas a Data Entry Verifier I have to key 60 to 70 WPM & Verify the data which was coming from the first parse of the Data Entry Stage.
- Responsible to complete the work in the specified deadline.