

Mr. Naveed Anjum Shukur Rangrez

Add: 315 Shaniwar Peth Solapur Nr Bhartiya Chowk Solapur 413002, Maharashtra, India

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Objective: Looking for Challenging career opportunities to exploit my potential, where Expertise and commitment will have valuable application.

Professional Competence

- 2 Years of experience in Yashodhata Super Specialty Hospital Solapur, as Assist Pharmacist Store Keeper. In-charge of store department and also keep its current and correct stock position according to validity.
- 1 Year 6 months of experience in iPing technologies Pvt. Ltd., Solapur, as Document Controller and Customer Sales Associate. Was responsible for maintaining and examining related files to release.
- Remarkable experience in supporting, communicating and personally interacting with Field Executive leaders, customers, partners.

Job Responsibilities

Assist Pharmacist Store Keeper:

- To search out the material according to stock no. and cleaning.
- To keep the material on the racks, pallets and Elmira as per location wise.
- To issue received material.
- Department head, data entry of requisition.
- Personal verification of articles, placing of orders, prepare stock position notes, inspection of delivered material by the supplier and the maintenance of different requisites of indent and receipt materials, and data entry error correction in the central store computer room etc.
- The function of store is to store the access components to protect bin from damage and dust
- To maintain the material stock position according to the requirement of production.
- To supply the components at proper place and proper time.
- To receive the components and keep it current and correct stock position according to validity.

- To keep the material supply and use the proper and paper to protect from damage of the threat.

Document Controller

- Listing out the Documents and documenting the project details
- Describing all possible document flow structure.
- Submission of documents and creating Transmittal.
- Describing and creating the Acknowledge letters for the clients.
- Tracking the pending documents through weekly progress reports.
- Notifying the involved party for tacking appropriate action on the pending documents.
- Manual follow up with the client's internal team to get an expected schedule for all pending documents.
- Export of As-Built files in the customer required format.
- Sign-off from the customers with clear specifications of retention of Archives.

Sales Executive:

- Coordinating with the Managers regarding the Sales targets.
- Guide the customers about the suitable plans by understanding their need.
- Collecting the database of the customers.
- Calling the customers.
- Providing the relevant information to the customers.
- Closing the sales call.
- Achieving the sales targets.

Strength

- Hundred Percent Commitments towards Job.
- Good Verbal and Written Vocabulary.
- Quick Study, with ability to easily grasp and put into application new ideas concept method and techniques.
- Skilled innovation and self-motivated team player.
- Versatile attitude and approach.

Educational Details

Education	Year	College / University	Class
H.S.C	2010	Pune University, Mah. Board	Second Class
S.S.C	2008	Pune University, Mah. Board	Second Class

Personal Details

Full Name	Mr. Naveed Anjum Shukur Rangrez
Date of Birth	13/04/1990
Passport Details	N 3587143 (Expiry Date : 29/09/2025)
Marital Status	Married
Personal Traits	Communication, Leadership, Courage, flexibility, and Adaptability

I hereby declare that the above information is correct

Place: Solapur

Mr. Naveed Anjum Rangrez.

Date: