



JUBIN FARIQUE

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CONTACT

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Doha, Qatar

PERSONAL DATA

Nationality : Indian
age : 23
Gender : Male
Marital Status : Single
Passport No : X3844664
Visa Status : Valid Resident

EDUCATION

BACHELORS IN SOCIAL WORK

**INDIRA GANDHI NATIONAL
OPEN UNIVERSITY**
2024

HIGHER SECONDARY

**JDT ISLAM HIGHER
SECONDARY SCHOOL**
2019

HIGH SCHOOL

JDT ISLAM IQRAA EMHS
2017

PROFILE

Experienced administrative professional with over 2.5 years of expertise in inventory management, data entry, and procurement. Seeking to leverage skills in administrative support, procurement, inventory control, logistics coordination, and data entry to contribute to a dynamic organization. Proven ability to enhance operational efficiency, maintain accurate data, and streamline workflows.

- Looking for roles as Administrative Assistant, Data Entry Operator, Procurement Assistant, Inventory Controller, or Logistics Coordinator.
- Proficient in MS Office Suite (Word, Excel, PowerPoint), with strong skills in data management and report generation.
- Expertise in managing inventories, ensuring accurate stock levels, and avoiding shortages or surpluses.
- Strong ability to negotiate with suppliers and coordinate deliveries to optimize procurement processes.
- Adept at maintaining confidentiality in data handling and ensuring data integrity with regular backups.

WORK EXPERIENCE

STORE ASSISTANT

IQRAA INTERNATIONAL HOSPITAL - KOZHIKODE
SEP 2021 - FEB 2023


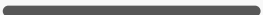

- Managed procurement of goods and services by liaising with suppliers and obtaining competitive quotations.
- Coordinated inventory control by accurately receiving, inspecting, and logging stock.
- Ensured timely distribution of materials to various departments while maintaining detailed records of stock levels.
- Submitted bills and invoices for finance processing, ensuring timely payments.
- Monitored stock levels and proactively re-ordered supplies to prevent shortages.
- Collaborated with the graphic design team to oversee the production of high-quality hospital forms.
- Trained and mentored team members to optimize workflows and improve departmental efficiency.

DATA ENTRY OPERATOR

IQRAA INTERNATIONAL HOSPITAL - KOZHIKODE
AUG 2020 - SEP 2021

- Entered, updated, and maintained data records with 98% accuracy, ensuring database integrity.
- Verified data for accuracy and completeness, correcting discrepancies as needed.
- Organized digital and physical files, maintaining confidentiality of sensitive information.
- Generated and exported data reports to assist in decision-making and analysis.
- Performed regular system backups to ensure data security and continuity.
- Responded to information requests and assisted in preparing data for statistical and analytical reports.

LANGUAGES

English 
HINDI 
MALAYALAM 

ACCOMPLISHMENTS

- Reduced stock shortages by 15% by implementing a more efficient inventory tracking system.
- Increased procurement efficiency by negotiating supplier contracts, resulting in a 10% reduction in material costs.
- Streamlined the distribution process of materials to departments, reducing delivery time by 25%.
- Developed a tracking system that improved coordination between the hospital and the printing department, ensuring timely delivery of forms.
- Improved hospital forms production quality, ensuring 100% adherence to hospital branding and design guidelines.
- Successfully managed inventory for over 50+ hospital departments, preventing stockouts and maintaining operational efficiency.

REFERENCE

ABDUL VAHAB P A
HR MANAGER ,IQRAA HOSPITAL
PHONE : +91 9846653587
EMAIL : hr@iqraahospital.in

DECLARATION

i hereby declare that the above-mentioned information is correct to the best of my knowledge and belief

JUBIN FARIQUE