

RESUME

Shahbaz Alam Ansari
Experience - 4 years
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Objective:

To honestly and transparently work in the area of Supply Chain Team with spirit to give the best of business and learn to lead positively in Warehouse Management, Logistics, Inventory Management, Inventory Control and Distribution.

EMPLOYMENT HISTORY

K – Flex India Pvt. Ltd. Pune, India

Position Title: Customer Order Processor and Logistics

Supervisor Duration : July 2021 – June 2022

Reporting to : Warehouse Manager and Sales Manager

Duties & Responsibilities

- Receive and review customer orders for accuracy and completeness.
- Well versed with product knowledge of Insulation I.e. dimensions, quality of varied product.
- Enter order details into the **M3** system accurately and promptly.
- Coordinate with various departments, such as sales, warehouse, and shipping, to ensure timely order fulfillment.
- Verify inventory availability and allocate stock to customer orders.
- Communicate order status and updates to customers and internal stakeholders.
- Process order changes, cancellations, and returns as per company policies.
- Address customer inquiries and resolve any order-related issues or discrepancies.

- Maintain order records and documentation in an organized manner.
- Collaborate with the finance department for billing and invoicing processes.
- Continuously improve order processing procedures and systems for efficiency and accuracy.
- Plan and coordinate transportation logistics for inbound and outbound shipments.
- Arrange and schedule shipments with carriers, ensuring timely delivery.
- Prepare shipping documents, including bills of lading, shipping labels, and customs documentation.
- Track and trace shipments to monitor progress and ensure on-time delivery.
- Coordinate with customs brokers for international shipments, ensuring compliance with customs regulations.
- Monitor and manage inventory levels to prevent stockouts and excess inventory.
- Implement inventory control measures to ensure accurate stock levels and minimize shrinkage.
- Collaborate with suppliers and vendors to manage inbound logistics and replenish stock.
- Continuously evaluate and select logistics partners, negotiate contracts, and manage relationships.
- Involved in all kinds of stock movement done through **ERP System (M3)**.

Salam Studio and Store Doha Qatar

Position Title : FMCG WHG In-Charge

Duration : June 2022 to Currently

Reporting to : Warehouse Manager

Duties & Responsibilities

Maintain inventory stock with 100% accuracy.

Daily counting of stock and maintain nil difference.

Preparing stock report on daily basis and maintaining against **ERP Stock**.

Follows terms & conditions of material handover process.

Tracking of all warehouse practices with respect to goods receipts, stacking and dispatch of material within given time limits and requisite paper work. This also involved material specific stacking of material to allow first in first out goods movement as a practice.

Resolved customer issues related to materials receipt at customer sites. Ensure minimal damage of stock at receipt and handling in store.

Working on Oracle database for receiving and maintaining the stock and managing the sales figures.

Achievements:

Extremely organized and able to lean on organization and time management skills to take on multiple projects at a time.

Passionate about working in a fast-paced environment.

High-level product understanding including how it solves different types of warehouse issues. Inform other Department Account Managers on identified business opportunities.

Maintain strong relationships with customers for future business growth. Excellent communication and people skills.

QUALIFICATIONS

EDUCATIONAL QUALIFICATION	NAME OF INSTITUTION	YEAR OF PASSING
Bachelor Of Arts	CSJM University (Kanpur)	2019
Master Of Business Administration (Logistics)	CSJM University (Kanpur)	2021

PERSONAL DETAILS

Indian / Male / Date of Birth: 22 – 05 – 1997 / Unmarried

Languages Known: English, Hindi & Urdu

Values & Beliefs

I am a hard-working person and strongly believe in honesty and integrity towards my job, I believe whatever a little achieved so far in my life is due to the strong willingness to excel my carrier. I am a flexible person and would be open to work at any location provided if I get opportunity to prove my caliber and pursue my interest.

Shahbaz Alam Ansari