



Mohammad Rizwan Ansari

Nationality: Indian **Date of birth:** 05/05/1987 **Gender:** Male

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ABOUT ME

Secure a responsible career opportunity to fully utilize my skills and abilities, while making a significant contribution to the success of the company. I have a good progress and achievements by using my skills such as a good listener, team leader, flexibility and result oriented.

WORK EXPERIENCE

Warehouse assistant manager

Yuantai International Supply Chain Management Pvt. Ltd. [17/09/2021 – Current]

City: Bhiwandi

Country: India

- Oversee or lead employees working at lower level dispatch.
- Handle all related activities of dispatch as needed like hiring, training, performance appraisals and terminations etc.
- Research and prepare resources to develop timely as well as efficient workflow.
- Manage development, research as well as reconcile departmental reports.
- Manage workflow and quota calendars of sub-contractor.
- Manage complete daily installations quota as well as service calls in different geographic territory areas.
- Maintain steady visibility to as well as track of every technician across every day.
- Identify issues or attain approvals for dispatching grid as submitted by Dispatcher Specialist on demand.
- Convey departmental tasks for guidance of management.
- Maintain contact with all clients as well as outside vendors inclusive of issue resolution.
- Conduct project management and coordinate duties as required.
- Execute personnel activities as per company's policies as well as applicable laws.
- Prepare individual as well as departmental training plans.
- Ensure all staff members attain company as well as location standards.
- Monitor employees as well as operational processes.

Dispatch Supervisor

Healthy life food tech pvt.ltd. [09/05/2021 – 19/08/2021]

City: Bhiwandi

Country: India

- Determined number of man hours required to complete assignments after reviewing scope of each project.
- Managed dispatchers while leading and delegating job assignments, tracking project status, processing payroll and resolving issues to maximize productivity.
- Received new orders, prepared documentation and assigned personnel.

Floor supervisor

Flipkart [10/08/2019 – 31/03/2021]

City: Bhiwandi

Country: India

- Received materials to do proper storage by proper putting in inventory, and moreover to see picking of correct materials.
- Oversaw employee performance, corrected problems and increased efficiency to maintain productivity targets.
- Tracked and prioritized work orders to meet daily production requirements.

Public relations officer

Fortis Hospital Ltd. [01/04/2014 – 21/03/2019]

City: Mumbai

Country: India

- Produced and distributed internal and external communications, including Healthcare and medical tourism.
- Gathered information on customer opinions and adjusted plans to capitalize on current trends.
- Monitored marketing content for quality, accuracy and impact.izwan63@hotmail.com
- Forged strong media relationships to further public relations goals.
- Developed campaigns to increase public awareness of company and engage customers.

Warehouse supervisor

Three Palm Trees Trading Group Co. Ltd. [10/04/2009 – 18/02/2014]

City: Tabouk

Country: Saudi Arabia

- Supervised all warehouse operations, including shipping and receiving, distribution, and workplace safety.
- Oversaw warehouse staff and maintained efficiency in fast-paced environment.
- Operated warehouse material handling equipment, including hydraulic and electric jack pallet truck and four wheels electric forklift.
- Promoted safety policies and practices among personnel, enforcing appropriate handling and use of equipment and products.
- Oversaw inventory control levels and verified storage and organization processes were upheld correctly.
- Operated SAP and peach tree accounting computer system, hand-held inventory control device and calculator to perform warehouse management.
- Maintained quality service by establishing and enforcing organization standards.
- Handled freight and parcel shipment schedules, return and transfer processes and oversight of daily warehouse operations.
- Adhered to industry best practices for warehousing, material handling and documentation.

Computer Operator

Konark infrastructure pvt.ltd. [10/04/2008 – 30/03/2009]

City: Bhiwandi

Country: India

- Generated reports covering details about data, system operation and error monitoring.
- Changed and replaced backup tapes regularly and performed detailed server backups.

Data processing supervisor

Konark infrastructure pvt.ltd. [01/02/2007 – 31/03/2008]

City: Bhiwandi

Country: India

- Entered numerical data into databases with speed and accuracy using 10-keypad.
- Scanned documents and saved in database to keep records of essential organizational information.
- Managed large data projects, including workflow scheduling, data entry and accuracy verification.
- Documents completed work in appropriate logbooks.
- Sorted documents and maintained organized filing process.

EDUCATION AND TRAINING

Bachelor of Commerce

Manav Bharti University [10/06/2009 – 27/06/2012]

Address: Village - Laddo, P.O.- Sultanpur Solan, 173229 Solan (India)

Website: <https://www.manavbhartiuniversity.edu.in/contact-us.html>

LANGUAGE SKILLS

Mother tongue(s): **Urdu** | **Hindi**

Other language(s):

English

LISTENING C1 READING C2 WRITING C2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Arabic

LISTENING B2 READING C2 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

DRIVING LICENCE

Driving Licence: AM

Driving Licence: A1

Driving Licence: A2

Driving Licence: A