

Farhan Khan

Senior Executive Inventory and Warehouse

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EXPERIENCE

Senior Executive Inventory and Warehouse

Muller and Phipps Pakistan

📅 04/2007 📍 Karachi, Pakistan

Inventory Management

- Administering and managing the inventory of goods and products in a company, ensuring that inventory levels are maintained at optimal levels, managing stock movement, and coordinating with other departments to forecast and plan inventory needs.
- Forecast inventory requirements based on sales trends, market demand, and seasonality. Monitor stock levels and make decisions on ordering, replenishment, and disposal of stocks.
- Manage inventory discrepancies, analyze reasons for discrepancies, and implement corrective actions.
- Develop and maintain relationships with key suppliers to ensure timely delivery of goods. Evaluate supplier performance and resolve any issues related to inventory supply.
- Generate regular inventory reports for management, highlighting key metrics and trends. Use inventory management software and tools to maintain accurate inventory records.
- Implement best practices for inventory management and ensure adherence to company policies.
- Train and mentor junior staff on inventory management processes and procedures.

Warehouse Management

- Managing and overseeing all warehouse operations, including receiving, storing, and dispatching goods, ensuring that the warehouse operates efficiently and effectively, meeting safety, quality, and productivity standards.
- Daily warehouse operations including order fulfillment and shipping, processes and procedures to optimize efficiency and reduce costs.
- Ensure that the warehouse operates in compliance with health, safety, and environmental regulations.
- Develop and enforce safety procedures and policies to prevent accidents and injuries.
- Coordinate with facilities management to ensure the warehouse is clean, organized, and well-maintained.
- Coordinate the use of automated and computerized systems where necessary. Respond to and deal with customer communication by email and telephone.
- Keep stock control systems up to date and make sure inventories are accurate. Plan future capacity requirements. Produce regular reports and statistics on a daily, weekly and monthly basis.

Transportation and Logistics

- Plan routes and load schedules to maximize efficiency.
- Oversee the transportation of goods from suppliers to customers or between company locations. Analyze and optimize logistics operations to reduce costs and improve delivery times.
- Negotiate contracts with carriers, logistics providers, and suppliers.
- Track and report on key performance indicators (KPIs) for transportation and logistics operations.
- Lead, manage, and motivate a team of logistics and transportation staff.
- Address and resolve issues related to transportation delays, inventory shortages, and logistics challenges.

Summary

A challenging and rewarding Inventory and Warehouse Management position where I enhance my working capacities, professional skills, business efficiency and to serve my organization in best possible way with determination and commitment.

Skills Highlights

Over 16 year of Experience. Strong knowledge of Inventory and Warehouse functions. Excellent organizational skills and attention to detail. Excellent verbal and written communication

Education

Graduate (B.COM)

Karachi University

📅 2001 - 2003 📍 Karachi, Pakistan

Distribution Officer

Martin Dow Pharmaceutical Pvt. Ltd.,

Pharmaceutical Manufacturing

📅 06/2005 – 02/2007 📍 Karachi, Pakistan

- Maintain Monthly stock and sales system in ERP.
- Monthly ordering and dispatch Schedule throughout Pakistan.
- All correspondence with Distributors.
- Daily sales tracking of each Principal on a Depot wise basis.
- Weekly & monthly sales closing.
- Management of inventory on weekly basis.
- Collecting the expiry goods nationwide and Settle the claim.
- Coordinate with marketing department for distributors and field force issues.
- Monthly sales analysis report.

Assistant Distribution Coordinator

Vikor Enterprises Pvt. Ltd.,

Pharmaceutical Distribution

📅 04/2002 – 05/2005 📍 Karachi, Pakistan

- Maintain Monthly Stock and Sales and Invoicing in oracle data base system.
- Monthly ordering and dispatch Schedule with proper station stamped throughout Pakistan. Replenishment on fortnightly basis.
- All correspondence with Distributors.
- Monitor Vaccine Dispatch under proper Temperature Control.
- Payment Recovery on fortnightly basis.
- Expiry, near expiry and discount claim issues.
- Follow up and coordinate finance issues of Distributors.
- Sales forecasting reordering of each Principal on monthly basis. Sales compression monthly and Weekly basis.
- Manage inbound orders prior to execution within the warehouse
- Provided a high level of customer service and client relations based on outstanding
- Communication and interpersonal skills.
- Designed improved loading and unloading procedures and trained staff to minimize product damage and loss.
- Advised customers on the location, selection, price, and use of goods available, with the aim of encouraging them to buy and to return to buy in the future.
- Directly reported to Director.