



# HUMA KHAN

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## PERSONAL PROFILE :

Father Name : Israr Khan

Gender : Female

D.O.B : 20<sup>th</sup> Dec 2000

Marital Status : Single

Nationality : Indian

## LANGUAGES KNOWN

English, Hindi, Marathi.

## PASSPORT DETAILS

Passport No : V4739009

Date of Issue : 25-11-2021

Date of Expiry : 24-11-2031

Place of Issue : Mumbai

## PROFILE SUMMARY

Seeks a logistics position in the organization to apply and enhance my logistics and shipping techniques to escalate the company's growth. Highly skilled Logistics employee who coordinates transformative operations initiatives with strategic management of resources and supply chain.

A dedicated employee with excellent communication skills and customer service. Passionate team leader who can promote best practices among cross-functional teams.

## KEY SKILLS

- Logistic Management.
- Marketing & Negotiation.
- Operation Management.
- Transport and Inventory Management.
- Collaboration & Communication.
- Warehousing & Storage.
- Managing Suppliers.
- Quality control & Data Analysis.
- Computer-savvy with a working knowledge of logistics software.
- Knowledge of laws, regulations and ISO requirements.
- Proven experience as logistics coordinator.

## EDUCATIONAL CREDENTIALS

- Bachelor in Commerce, March 2021  
Mumbai University, India

## PROFESSIONAL & OTHER QUALIFICATION

- Diploma in Logistic & Supply Chain Management, Dec 2022  
IMC Chamber of Commerce & Industry, Mumbai, India.
- Certification in Account Assistance using TALLY
- Completed Soft Skills Training from IITC GLOBAL CAREERS.

## WORK EXPERIENCE

**Company Name : GNH INDIA Pharmaceutical Ltd**

**Designation : Logistic Co-ordinator & Warehouse Manager**

**Location : Mumbai, India**

**Period : Sept 2022 – Oct 2023**

### Roles & Responsibilities :

- Coordinate and monitor supply chain operations.
- Ensure premises, assets and communication ways are used effectively.
- Utilize logistics IT to optimize procedures
- Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements.

- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management.
- **Customer Relationship Management:** Building and maintaining strong relationships with clients. This includes providing exceptional customer service, addressing their needs and acting as a trusted forwarder to offer customized logistics solutions.
- **Collaboration with Operations Team:** Collaborating with the operations team to ensure seamless execution of logistics services. This includes effectively communicating client requirements, coordinating logistics activities, and resolving any operational issues that may arise.
- **Reporting and Documentation:** Maintaining accurate records of sales activities, client interactions, and sales performance. Regularly reporting on key metrics such as sales volume, conversion rates and customer satisfaction to the reporting manager.
- **Continuous Development and Learning:** Keeping up to date with industry trends, emerging technologies, and logistics practices.

**Organization : SA TEXTILE RELIANCE AGENCY**

**Designation : Jr Executive**

**Location : Mumbai, India**

**Period : Dec 2021 – May 2022**

**Roles & Responsibilities :**

- Operating Software (Reliance , Excel)
- Data Entry
- Payment Tracking
- Processing Refund
- Emails

***I hereby declare that all information furnished are true and correct to the best of my knowledge and belief.***