

CURRICULUM VITAE

Mohammed Ishtiyag Ahmed

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CAREER OBJECTIVE

I am writing to express my interest in the Warehouse Supervisor position at Reliance Smart Ltd. With over 4 years of hands-on experience in warehouse management and operations, I am confident in my ability to contribute effectively to your team and ensure the seamless functioning of your warehouse.

I have successfully led a team of warehouse staff, managed inventory control, and implemented safety protocols to maintain a safe and efficient working environment. My ability to coordinate with vendors and suppliers, conduct audits, and train new employees has consistently resulted in improved operational efficiency and productivity.

PROFESSIONAL PROFILE

Accomplished Warehouse Supervisor at Reliance Smart Ltd, enhancing warehouse operations and employee productivity through expert management of shipping, receiving, and inventory control. Skilled in Warehouse Logistics and Staff Training, I boosted operational efficiency and maintained a 100% safety record, demonstrating strong leadership and organizational prowess.

EDUCATIONAL CREDENTIALS

Educational Qualification:

<u>Year</u>	<u>Stream of Study</u>	<u>University College</u>
2017-2019	Master of Business Administration (F.M)	Kakatiya University (KU)
2013-2016	Bachelor of commerce in Computer Applications	Kakatiya University (KU)
2011-2013	Intermediate (C.E.C)	Islamia Junior College
2010-2011	S.S.C	Islamia High School

EXPERIENCE

Worked as an Warehouse Supervisor

1. Reliance Smart Ltd

(Dec 2019 – May 2024)

Hyderabad, India.

ROLES & RESPONSIBILITIES

- Warehouse Operations.
- Loading and Unloading.
- Shipping and Receiving.
- Staff Management.
- Quality Check.
- Warehouse Logistics.
- Stock Audit.
- Report Preparation
- Employee Motivation.
- Team Supervision

STRENGTHS

- Standards of accounting.
- Knowledge of regulatory standards.
- General business knowledge.
- Software proficiency.
- Data analysis.
- Attention to detail.
- Effective communication.
- Critical thinking.

TECHNICAL SKILLS

- Knowledge in Computer related operations.
- Windows XP, Vista, Windows 7, 8 and 10 Professional
- Tally ERP-9, Focus, Peachtree, Wings & Quickbooks Online.
- Microsoft Office 2019 (Word, Excel, Power Point, Access, Outlook)
- Professional Accounting Package.
- Adobe Acrobat Reader Professional version.
- Internet Operations & E-mail handling.
- Typing speed 40 words per minute.

PERSONAL PROFILE

- Date of Birth : 15th June 1996
- Religion : Islam
- Nationality : Indian
- Marital status : Married
- Languages : English, Telugu, Urdu, And Hindi
- Present Address : Hyderabad, India
- Passport Number : S1085202
- Hobbies : Browsing Internet, Swimming, Playing Cricket.

DECLARATION

I hereby declare that all the above-mentioned details are true to my knowledge. I am sure that I can deliver my duties at your satisfactory level. I shall be very thankful to you, if you provide me a chance to serve in your organization.

(MOHAMMED ISHTIYAQ)