



NAVED HALEEM

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EXECUTIVE - OPERATION LOGISTICS & MARKETING (EUROPE)

ABOUT ME

- Aspiring professional seeking a dynamic role in Supply Chain Management and Logistics within a forward-thinking company. Eager to contribute and grow by leveraging my skills, strengthening my knowledge, and unlocking my full potential committed to exploring diverse opportunities that foster both personal and professional development.

LINKS

LinkedIn :
<http://www.linkedin.com/in/naved-haleem-789766operat>

LANGUAGES

English

Hindi

Urdu

WORK EXPERIENCE

EXECUTIVE - OPERATION LOGISTICS & MARKETING (EUROPE) JUL 2021 - PRESENT

RMP EXIM PVT. LTD

- Data Management and preparing documents for the purchase order, OF release, managing stock from the warehouse, and making reports from stock summary reports for all warehouses.
- Coordinate with buyers for new purchase orders. And deliveries by allocating goods to buyers as per their requirements.
- Providing timely delivery confirmation to buyers in accordance with their purchase orders, as well as sharing delivery-related documents with them.
- Managing data of In-Transit shipments by Online Tracking Shipments, arranging customs clearance for new shipments, and timely intimation to the warehouse.
- Coordination with Transport companies for trucking requirements with respect to the purchase order.
- Followup to the buyer's regarding the outstanding Invoices for due payments.
- On ERP preparing Commercial Invoices, Sales contract and other delivery documents and new shipment documents (COO, COI, COA, and Master BL).
- Keeping record of all documents per Month wise in the system as per Purchase Orders, update Advanced excel sheet and shared with different departments
- Collaborated with project managers to determine schedule and volume requirements, ensuring efficient coordination of deliveries and maintenance of adequate supply levels
- Developed and maintained automated tracking systems, as well as hard copy files and records, to enhance office workflows and organization.
- Generated WIP reports biweekly and sales reports monthly, providing management with valuable insights for tracking targets and performance.

LOGISTICS AND WAREHOUSE SUPPORT | AUG 2018 - JUL 2019 COCA-COLA PLANT, LUCKNOW

- Managing day-to-day transactions in the warehouse
- Keeping record of all goods in the warehouse and the details daily basis into the WMS
- Supporting the FIFO system in Warehouse and placing the pallets into the pallet racking system.
- Checking all the relevant docs to the trucker and coordinating with the trucker and forklift
- Processing all the Inbound/Outbound processes into the warehouse

EDUCATION

Master of Business Administration (MBA) 2019 - 21

ALIGARH MULSIM UNIVERSITY

Specialize in Operation & Marketing Management

BACHELOR OF SCIENCE | 2018

D.R.M.L. UNIVERSITY

SKILLS

Communication Skills

Team Player

ERP Software

MS Office

Goods in Technical & Strategic level

SAP SD Moudle

Warehouse Management

Supply chain Management

Logistics Support

Inbound/Outbound Process

Advance Excel

Shipping Documentation

Logistic Coordinator

Documentation controller

Inventory Management

KPI system

Kanban

Lean Six Sigma

HOBBIES

Traveling , Cricket, Readings

INTERNSHIP

● APPRENTICESHIP|JAN2021-APR2021

COCA-COLA PLANT,LUCKNOW

- A study of the outbound processes of the company and an analysis of day-to-day manufacturing.
- Warehouse management process, loading point system & Billing process
- Make the daily dispatch report in Excel.
- Manage the Pallet racking system in the warehouse

COURSES

● SUPPLY CHAIN FOR MANAGEMENT CONSULTANTS & BUSINESS ANALYTICS | MAY 2021

UDEMY

● SAP SD TRAINING COURSE FROM ONLINE PLATFORM | SEP 2022

UDEMY

● MS WORD- EXCEL- POWERPOINT- ACCESS | MAY 2019

EXCEL NET PARADISE

● COMPLETED THE "CCC" COURSE AND 'O' LEVEL DIPLOMA FROM N.I.L.I.E.T. | JUN 2019

EXCEL NET PARADISE

● CORPORATE SKILL DEVELOPMENT PROGRAM (VARDHAN CONSULTING GROUP) | MAY 2021

VARDHAN CONSULTING GROUP