



HUZEFA SHABBIR PATANWALA

Logistics Management Professional

CONTACT INFORMATION

📍 Mumbai, India

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🌐 03-11-1994

PROFESSIONAL SKILLS

- Logistic Operations
- Supply Chain Solutions
- Operations Management
- Marketing Management
- Storekeeping Management
- Procurement Management
- Dispatch Management
- Process Improvement
- Warehousing Mgmt
- Vendor Management
- Regulatory Compliance
- Safety Procedures
- Organizing Shipments
- Transportation Management

COMPUTING SKILLS

- Microsoft word, Excel
- Microsoft Power Point
- Tally ERP.9

SOFT SKILLS

- Presentation & Leadership
- Consulting & Business Ethics
- Effective Negotiation Skills
- Excellent Communication

ACADEMICS EXCELLENCE

Bachelor of Commerce from - Kalinga University **65 % -2016**

HSC INTER College Jungara Agra State Board **62 % -2013**

SSC Lasea English Medium School Rajasthan board **58 % -2011**

PERSONAL INFORMATION

Language: English, Hindi, Gujarati,

PROFESSIONAL SUMMARY

A competent professional with over **07+** years of experience in Logistics and Executive coordinator Procurement & Materials Management, Supply Chain Management encompassing vendor management and total commercial Operations. Who has a track record of delivering the right products, in the right quantities, to the right location and at the right moment, I'm organized, process driven, and has the ability to develop efficient logistics procedures. In my professional career has had extensive exposure to supply chain management / marketing. I'm pro-active and able to keep numerous plates spinning without losing focus on the customer's requirements. As a proven professional I am able to quickly establish clear expectations from staff, demonstrating high standards of work practices and having a safety conscious attitude. I always encourages colleagues to work cross functionally, & not stop at the boundaries of their job description

AREA OF EXCELLENCE

- Bottom-line, results-oriented operations, business, and sales manager with a thorough understanding of the complexity. Driven, self-motivated, highly energized, and recognized for the ability to translate company vision and mission into strategies that consistently exceed financial and organizational targets.
- Balance sales, marketing, operations, and warehouse management in all modes of transportation and logistics, with analytical problem-solving and organizational skills, attention to detail, and efficient issue resolution, preventing recurrence

TIME LINE OF WORK EXPERIENCE

• **Logistic Executive Coordinator (June 2013 – Present)** **Hind Enterprises Private Limited**

- Responsible for Logistic/Back office managing deliverables of the day-to-day activity in lean, outbound/inbound and inventory in logistics operations. Support the operation of all daily logistics activities related to operations in accordance with plan and procedures.
- Conducting the smooth functions relating to stock in and out. Organizing the systematic storage of material at warehouse. Keeping daily track on stock procurement at warehouse. Arranging local vehicles from our warehouse to customers designated transporters. Coordinating with labors for loading and unloading of goods at warehouse.
- Preparing Invoices from tally ERP.9 and other correspondence documents for dispatching the goods. Informing customer about dispatch details through email and sms. Couriering the original dispatch documents to the customers through their desired courier services.
- Maintaining proper files of dispatch documents, lorry receipt and other correspondence documents at Head office. Arranging direct vehicle for customers dispatching the goods at his door & Negotiating with transporters for the rates etc.