

SIRAJ AHAMED

Warehouse Coordinator

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PROFESSIONAL SUMMARY

Warehouse Coordinator with over **8+ Years** of experience in managing warehouse operations, inventory control, and team leadership. Proficient in using warehouse management systems (WMS) to optimize workflows and ensure accurate order fulfillment. Dedicated to maintaining a safe, organized, and efficient warehouse environment.

EDUCATION

Bachelor of Arts (BA)
Vinoba Bhave University, India | 2011 - 2014

LANGUAGES

English, Hindi, Urdu, Marathi

KEY SKILLS

- Strategic Inventory Management
- Advanced Order Fulfillment
- Warehouse Operations Optimization
- Compliance and Safety Leadership
- Team Leadership and Development
- Data Analytics and Reporting
- Cross-Departmental Collaboration
- Problem Solving and Process Improvement

SOFT SKILLS

- MS OFFICE (EXCEL, WORD, PPT, OUTLOOK)
- SAP (MM & WMS)
- ERP (WMS)
- TALLY 9.0
- ORACLE

PASSPORT DETAILS

- Passport No: Y2185627
- Date of Issue: 03/05/2024
- Date of Exp: 02/05/2034
- Place of Issue: Pune

PROFESSIONAL EXPERIENCE

Warehouse Coordinator | DARSHANA INDUSTRIES PVT LTD, Pune, India
October 2023 - April 2024

- Overseeing complex inventory systems, forecasting needs, and optimizing stock levels to prevent shortages or overages.
- Managing high-volume order processing, ensuring timely and accurate delivery, and handling escalations for order discrepancies or delays
- Designing efficient warehouse layouts, implementing best practices for space utilization, and leading continuous improvement initiatives.
- Supervising and mentoring warehouse staff, conducting performance reviews, and implementing training programs to enhance team skills and productivity.
- Utilizing advanced warehouse management systems to analyze performance metrics, generate detailed reports, and make data-driven decisions to improve operations.
- Leading coordination with procurement, logistics, and sales teams to ensure seamless supply chain operations and resolve complex issues.
- Identifying inefficiencies, developing innovative solutions, and driving process improvements to enhance warehouse efficiency and reduce costs.

Warehouse IN charge | AL REEF SPARE PARTS COMPANY, Jeddah, Saudi Arabia
March 2023 - August 2023

- Oversee inventory levels to ensure adequate stock without overstocking.
- Monitor and control inventory transactions, including receipts, issues, returns, and transfers.
- Plan, organize, and supervise the day-to-day operations of the warehouse.
- Ensure efficient receiving, storage, and dispatching of products.

**Warehouse Supervisor | TVS SUPPLY CHAIN
SOLUTIONS, Pune, India**

**Project: Skoda Auto Volkswagen India Pvt Ltd (1 Year)
Larsen and Toubro Ltd (4 Years)
Mahle filter System Pvt Ltd (2 Years)**

February 2016 - February 2023

- Led a team of 20+ in daily warehouse operations, maintaining a 98% on-time delivery rate.
- Reduced inventory discrepancies by 30% through rigorous audits
- Played a key role in transitioning to a new WMS, enhancing inventory accuracy.
- Monitor key performance indicators (KPIs) and use data to drive continuous improvement initiatives.
- Optimize space utilization and layout for maximum efficiency.
- Enforce safety regulations and protocols to ensure a safe working environment.
- Monitor the quality of goods being received and shipped.
- Coordinate with transportation and logistics partners to schedule pickups and deliveries.