



MOHAMMED ZEESHAN

warehouse incharge

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EDUCATION

2016

BACHELOR OF COMMERCE: COMMERCIAL AND ADVERTISING ART
OSMANIA UNIVERSITY, India

March 2011

INTER LEVEL SCHOOL: ACCOUNTING AND TAXATIONS

Junior College of Arts And Commerce, HYDERABAD TELANGANA INDIA MARCH 2009

SECONDARY SCHOOL CERTIFICATE: SECONDARY EDUCATION

DARUL-UL-ULOOM HIGH SCHOOL, Hyderabad Telangana India

LANGUAGES

• English • Hindi • Urdu

OCTOBER 2018 NOVEMBER 2021

Store in charge, Karachi bakery & cafe

- Maintains accounting records by making copies, filing documents, Maintain stock & consumption records
- Check incoming materials for quality, and quantity against invoices
- Knowledge of proper bookkeeping and inventory management.
- Records purchases, maintains database and performs physical count of inventory
- And reconciles actual stock count to computer-generated reports
- Responsible for keeping inventory of All item in store/physical counting
- Maintain day to day accounts and reporting to the senior management

Visa status: employment
Expire: 30-05-2024

PROFESSIONAL SUMMARY

Seeking a position to use my education & work experienced to provide accurate and reliable financial reporting, decision support to increase profitability and make process. To obtain a Store In-charge and Administrative Work position by adding value through utilizing my superior knowledge, prospecting and abilities in the business. History of maintaining smooth and efficient delivery operations with highly satisfied customers. Well organized and proactive with a good grasp of business operations, customer needs and delivery practices. Proficient in Software. Seasoned shipping professional knowledgeable about preparing and inspecting shipments, coordinating documentation and monitoring delivery progress. Strong customer service, relationship building and problem-solving abilities.

SKILLS

- Oodu
- Tally ERP
- Rancelab
- Focus
- MS Office (MS word MS excel)

WORK HISTORY

January 2022-Current

Warehouse Delivery Coordinator, Moez Ali Trading L.L.c, Ajman

- Improved delivery efficiency by optimizing routing and scheduling processes
- Streamlined communication between drivers and warehouse staff, ensuring timely deliveries.
- Coordinated with sales teams to prioritize and manage high-priority orders, resulting in increased customer satisfaction.
- Implemented inventory management strategies that reduced backorders and expedited order processing times.
- Collaborated with warehouse personnel to ensure accurate picking and packing of products, reducing errors and returns.
- Reduced late deliveries by closely monitoring driver progress and proactively addressing potential delays.

JANUARY 2022-CURRENT

Warehouse Incharge Cum Administrator, Moez Ali Trading L.L.c

- Storekeeper/Inventory Coordinator/Logistics Coordinator is responsible for coordinating general warehouse operations and activities including shipping and receiving deliveries, conducting stock checks, documenting warehouse transactions and records, and storage of inventory
- Update and maintain accounting journals, ledgers and other record detailing financial business transactions
- To maintain Proper records and Materials/stock inventory in the system
- Prepare the Monthly, Quarterly and Annually of Stocks Items
- To order, perform variety of shipping/receiving, stock activities, maintain stock in system wise
- Operational and systematic responsible for the safe and efficient operation of the material handling equipment.

TEAM LEADER AT AMERICAN KUWAIT FOOD KFC, UAE.

June 2016-Sep 2028

PASSPORT NO
V9101386