

MOHD ARSHAD

+91-8860607041

mohd.arshad91@gmail.com



Seeking challenging position in logistics management where I can make the use of my professional skills and qualification for the betterment of the organization and utilize my skills through which I can be a successful man.

Professional Snapshot:

Management professional holding relevant experience in the diverse areas of **Supply chain/Logistic**.

Summary of Skills:

- Experience in handling goods transportation activities.
- Thorough knowledge of inventory management, distribution chains, and logistics.
- Good communication, interpersonal, and customer service skills.
- Expert in data entry and using database management software.
- Excellent multi-tasking, coordination, and organizational skills.
- Ability to track and handle problems related to transportation of goods.
- Experience in all logistics functions including production planning, inventory management, customer service, Forecasting, transportation and distribution.
- Developed business and supply chain understanding with different accomplishments in logistics, sales, and Business analysis.

Professional Experience:

Company Name: UFO MOVIEZ INDIA LTD.

Designation: Manager (Supply Chain)

Duration: Since June-2011 to till date

Total Experience: 9 Years

Key Responsibilities-

- Maintaining accurate documentation of the supply chain process and ensuring all documents are prepared in prescribed formats and are signed and authorized by correct authorities.
- Communicate with vendor base to ensure all classification forms are completed.
- Maintain purchase orders, including confirmation, invoicing, arrival, clearance and delivery to various drop locations.
- Coordinate movement of freight between vendors and freight forwarders, obtain necessary documentation to complete ISF (Importer Security Filing).

- Coordinate aspects of import shipments with Customs Broker and Corporate Import/Export
- Liaising between the organization and external vendors and establishing sound communication.
- Maintain the stock of items orderly as per bin card & keep supporting vouchers for payment
- Maintain a record of all the activities done regarding the stock of items
- Reconcile the stock of items with accounts regularly.
- Make the GRN, GTN, RTN, RRN, MRN, INWARD, OUTWARD & DC.ETC.
- Maintain physically stock checking & Responsible for physical stock checking, time to time of all units.
- Checking Inward & Outward of Material, Stock taking of Material & Planning Accordingly.

Professional Qualifications

- Post Graduation Manu University, Hyderabad
- Graduation from Manu University, Hyderabad
- Intermediate from Darul Uloom (Nadwa college), Lucknow.
- High School Irfania School. Lucknow.
- Diploma in Stores Management (DSM)
- Supply Chain Management- Online Course (From E Learning College-June-2020)
- Warehouse & Material Handling- Online Course (From E Learning College-June-2020)

IT Knowledge & Other Skills

- Strong working knowledge of Microsoft Office (Advanced Excel, Word, PowerPoint, e-Software etc.
- Effective verbal & written Communication skills, Self-motivated, Quick learner with pleasant personality.
- Ability to deal diplomatically with people & easily adaptable to changing work environment and technologies.
- Believe in commitment, deliverance & teamwork to achieve goal.

Personal Information:

- Father's Name : Mr S.M. Shamim Akhtar
- Gender : Male
- Languages known : English, Hindi, Arabic & Urdu

I hereby declare that the above-furnished details are true with proven records.

Date:

Place:

(MOHD ARSHAD)