**AHMAD**

****[**AHMAD.263623@2freemail.com**](mailto:AHMAD.263623@2freemail.com)

A Graduate with 10 years of Experience in Logistics & warehousing (1 year in Nigeria + 9 year’s in India).I am willing to work in environment with advanced facilities where my skills & management abilities can be used to potential and where there is scope for enhancement of my professional skill.

**Core Strengths**

|  |  |
| --- | --- |
| Inventory Management | Stock Audit |
| Excellent Presentation Skills | Good Analytical Skills |

**Professional Experience**

Presently working as **Warehouse and Logistics Manager** in Midcom Group, Lagos, Nigeria.  **Aug 2014 to Feb 2016.**

**Job Responsibilities:**

* Manage the warehouse for Samsung stock at Ikeja, Lagos.
* Responsible for stock arrangement according to Sales Requirement.
* Monitoring daily physical stock availability and arrangement of goods from other hub.
* Delivery of the finished goods to the customers as per the invoice raised.
* Tracking of import containers received at port and warehouse allocation based on space availability.
* Responsible for maintain space for incoming goods as CKD and post production CBU stock at different warehouses.
* Arrange vehicle for goods movement from warehouse to factory on time as per production schedule.
* Negotiation and evaluation of transport expenses for internal stock transfer.
* Offloading of raw material containers in time without paying any additional cost for it.
* Reconciliation of the stock with bin cards, Scanner software and Tally.
* Maintain minimum stock level at warehouses.
* Co-ordinate with the Production team and sales team to achieve company target.
* Ensure the stacking of the material is as per norms and proper gangway is maintained.
* Arrange for the transportation and clearing the bills of transporters and suppliers.
* Daily, Weekly and Monthly physical stock count and submit audit report to management.

**HAIER,New Delhi Warehouse Incharge**

Workedas **Regional Warehouse Incharge- Spare Parts** in Haier Appliances India Pvt.Ltd.  **Jul 2013 to Jul 2014**

**Job Responsibilities:**

* Workings with Spare Planning team for plan and maintain inventory.
* Responsible for stock arrangement according to field consumption.
* Monitoring daily physical stock availability at branch and hub.
* Analyzing slow moving and non-moving stock periodically.
* Maintaining minimum stock level at hub and branch.
* Arranging spares from vendors or throughinter branch or hub.
* Tracking with shipping clients for imports consignment.
* Following for parts requirement with local manufacturer.
* Processing and finalize bills of vendors to accounts.
* Monitor Reverse logistic activity by recalling returnable defective to hub.
* Allocating defective to vendors for Repair and Cannibalize spare parts.
* Conduct periodical inventory audits in concern with the management.
* Planning and analysis for the distribution of spares against demand.
* Monitoring delivery of consignment at branches to meet TAT.
* Inward and update of fresh receipt stock in SAP.
* Settlement of loan issued to branch with defective collection from them.
* Support service team by executing request for any field escalation.
* Monthly performance review of branch and hub.
* Maintaining first time fill ratio against branch request.
* Maintaining housekeeping as per warehouse standard.
* Team performance evaluation and analysis to meet SLA.

**ONIDA,Mumbai Senior Executive-SCM**

Worked as **Senior Executive** in Adonis Electronics Pvt. Ltd.(Service departmentfor ONIDA, Consumer Electronics), Mumbai.

**Feb 2011 to Jul 2013**

**Job Responsibilities:**

* Leading Six Sigma Project for control Damage of LCD Panels.
* Responsible for materialand inventory management.
* Managing dispatch and delivery of spares for all branches in India.
* Handling inward & distribution of spares across India.
* Inventory management, stock record management, material consumption and reconciliation.
* Generating and presenting weekly, monthly and quarterly stock reports.
* Purchase requisition and order processing of materials.
* Arranging the spares from vendors or from branches.
* Tracking with shipping clients avoiding penalties and demurrage cost.
* Issuing delivery challans, invoicing, maintaining of stock books, managing the internal stock transfer, delivery follow ups etc.
* Regular supply of spares for maintaining the minimum stock level across all branches.
* Retrieving the defective spares from branches to the central warehouse and sending them to the respective vendors.
* Daily correspondence with the Vendors through mails and phone calls.
* Regular coordination with the vendors, branch heads and third party dealers.
* Reporting to the product head and the operations head.
* Responsible for presenting the audit reports to both internal and external auditors.
* Planning and analysis for the distribution of spares across India.
* Forecasting and supplying the spares to branches by analyzing the requirements.
* Maintaining accurate records and files of transaction, generating reports.
* Responsible for all import /export documentation.

**NOKIA, New Delhi Team Supervisor-SCM**

Worked as **Team supervisor** in Mafoi Randstad deputed to TNT India Pvt. Ltd, New Delhi andworking for the client Nokia IMC, New Delhi.

**May 2008 to Jan 2011**

**Job Responsibilities:**

* Receiving of various Spares and verification of spares received with reference to Delivery Challans (DC s) and Purchase Order (POs)
* Preparation of 'Good Receipt Note' (GRN) on daily basis for all Direct and Indirect material received and circulating the copy of information to Purchase section and department concerned.
* Inward of spares in system with all the details of the material.
* Segregating the spares based on their model and dispatch plan.
* Dispatching the materials to Repair Factories for repair or refurbishing.
* Take partial-ownership of sourcing life-cycle, ensuring process adherence to center

SLA’s as appropriate and taking remedial actions where necessary to drive to success.

* Responsible for designing and distributing reports regularly and on demand.
* Keeps abreast of tools and techniques for gathering and disseminating competitive intelligence information, and applies them appropriately to specific assignments.
* Adoption of various Inventory control techniques viz. ABC analysis, Vital-Essential- Desirable (VED) analysis, etc. for effective inventory control
* Responsible for the day-to-day management of transportation & distribution operation in a manner consistent with customer service, cost and corporate strategic requirements.
* Regular interaction with the CRM and Logistic team for process execution and enhancement.
* Finalization of Inventory levels viz. Maximum, Reorder, Minimum and Buffer levels for all the production related consumable, keeping in view monthly/ weekly consumption and lead time for procurement
* Planning of layout of store room so that materials are easily identified and accessible.
* Generation of Inventory related reports like daily, monthly inventory statement, Inventory Cards statements.

**Tata Tube Division, JamshedpurStores In charge (Aug 2005 to Apr 2008)**

**Job Responsibilities:**

* Material physical receipt, counting taking system inward.
* Prepare Daily Part Not Available report & dispatch Material Daily basis to Dealers.
* Monitor all pending requirements, Maintaining Buffer in All Branches & depot.
* Follow-up with warehouse for spares requirement to clear all pending requirement.
* Taking inventory in Quarterly &Half yearly & making report & submit to Management.
* Identify new model spares & making part details.
* Identify the components/spares parts & accessories for each model.

**Training**

**Undergone vocational training in ITS Department of TRF LIMITED, Jamshedpur for 3 months.**

Project Title - Purchase Indent

Package Used - VB 6.0

Database Used - Ms Access

Operating System - Windows 98

**Education**

Bachelor of Computer Application (BCA) from MCRPV, Bhopal. Pass out: **2005**

**Software Exposure**

Operating systems : Windows 7 & 8.

RDBMS : Ms-Office, HTML.

Software : Tally , ERP, SAP, Oracle.

**Personal Details**

Nationality : Indian

DOB : 08-03-1985

Languages Known: English & Hindi.