**Amit**

**Amit.344301@2freemail.com**

**OBJECTIVE**

To obtain a professional position enabling to utilize my skills to the best of my ability and work in an environment potentially conducive to growth.

**My Profile**

A hard working, well-organized, result-oriented profession with over 3 years of experience in **Logistic** & **Warehouse Incharge**. Highly motivated, focused, self-disciplined and adept at assessing customer needs and offering creative solution. Solid team skills, resulting in strong alliances with colleagues & management.

**CAREER PROGRESSION**

**Job Responsibilities Include.**

**Apparel Group (DUBAI, UAE)** **(From Oct - 2013 to Till Today)**

**ORGANISATIONAL DETAILS**

**The Company:** A leading retailer with more than 55 brands under its portfolio from USA, Canada, Europe, Australia & Far East. The company has more than 1200 stores in different parts of the world Vise UAE, Jordan, Saudi Arabia, Kuwait, Doha, Bahrain, Oman, Poland, Russia, Thailand, India, Singapore & Malaysia.

**POST**: **Incharge - Semi Automated** **Sorter**

1. In-charge of the goods allocation (for all GCC regions) with Semi Automated Push Tray Sorter System.
2. Planning the goods allocations 2 weeks ahead for the upcoming shipments.
3. Daily Productivity Reports send to Management.
4. Daily Planning Meeting with Teams & Management regarding daily performance and next day sorter operations.
5. Ensure that the products is placed in the correctly on tray.
6. Ensure that jams are cleared in a timely manner.
7. Ensure that Products received continuously for Sorting.
8. Ensure that the Products Scanned and Packed Properly.
9. Track Productivity of Employees.
10. Given Require documents to make the Custom & Dispatch the Goods to the Stores.
11. Maintain Each Sorting Job Records.

**POST**: **DC Incharge, Logistics - R&B Brand**

1. Handling and Monitoring **R&B** Brand.
2. Maintain all Import and exports reports as required by the team
3. Prepare the document for clear the All Shipment Merchandise and non-merchandise.
4. Co-ordinate with Brand Team
5. Daily Meeting with Refill & Loading Team Leaders
6. Preparing ESD Report
7. Preparing Auto Refill Reports
8. Co-ordinate with Staff for Auto Refill & Req
9. Preparing Out Bond Documents for Local & Overseas
10. Preparing New Shipment Allocation
11. Co-ordinate with Logistic Team regarding Outbound

**A1 Brains Infotech**  **(From Feb - 2008 to Sep - 2013)**

**POST** – **Office Administrator and Account**

1. Accounts Receivables, Accounts Payables.
2. Cash / Bank / Journal Vouchers / Trading Accounts
3. Final Balance sheet
4. Maintain Personal Files
5. Hardware & Networking

**POST** – **Marketing Manager**

1. Sales & Service Our Own Accounting Software in Local Market
2. Planning for the new upcoming Features in Software as per Market Research
3. Assisting Technical Heads for Software issues.
4. Assisting Technical Heads for New Features Development.
5. Preparing Booking Order forms format
6. Maintaining Daily Call & Visit Data

**ACADEMIC QUALIFICATION**

* Bachelors in Commerce (B. Com) from Gujarat University.
* 10+2 from Gujarat School Board of School Education.
* Secondary School from Gujarat School Board of School Education.

**SKILLS & PROFICIENCIES**

**Computer Proficiency**

* Diploma in Computer Application from ACT
* Dos & Window 98, 2000, XP, Vista, Window 7, Ms-Office (Word, Excel, Power Point), Open Office, Tally

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**Other Knowledge**

* HTML, CSS, Adobe Photoshop, Dreamweaver, Navision.
* Warehouse Management System (WMS)

**PERSONAL DETAILS**

Date of Birth : 11/05/1983

Nationality : Indian

Sex : Male

Marital status : Married

Languages Known : English, Hindi, Marathi and Guajarati

References : Available on request

Visa Status : Employment (Free Zone)

**PSYCHOGRAPHICS DETAILS**

Hobbies : Travelling, listening Music,

Other Interest : To accept challenges & improve my performance.

Salary Expected : Negotiable.

**I hereby declare that all the information furnished here are true and to the best of my knowledge.**