



Sohail Ahmed

A passionate person with strong interest in Supply Chain Management



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91-7309443477



New-Delhi, India

Dedicated in handling Billing and Dispatch. 3+ years of consistently growing and expanding responsibilities in Supply Chain Management with a deep motivation to continue gaining knowledge and professional advancement.

Sr. Executive Billing and Dispatch (Supply Chain Management)

Howell Protection Systems,

New-Delhi, Jan-2020 – (Present)

- Processing orders on Time & reporting.
- Verification of Quantity of material.
- Updating and receiving of Vendor Invoices, performing GRN and AP.
- Preparation and Maintaining of Delivery Challans, Packing List.
- Maintain the Inventory of all types of Materials.
- Create Sale Invoices through Epicor
- Preparation of E-Way Bill.
- Tracking and Maintaining the record of material or inventory Incoming and Outgoing.
- Documents (invoice & challans) file after checking on daily basis.

Executive Logistics and Dispatch (Supply Chain Management)

Howell Protection Systems,

New-Delhi, Nov 2019 – Dec 2020

- Responsible for managing day to day operations of the supply chain and being the main port of call for any logistics issue.
- Updating the material parts time to time to smooth production requirements.
- Coordinate with the vendors to meet anticipated demand.
- Monitoring the materials till it is successfully delivered to the customer end.
- Working on Epicor rectification of errors and plant extension.
- Adapt at Epicor modules (Material Management) and extracting reports from Epicor.

Education

- **B.SC From C.S.J.M. University, Kanpur**
- **Arabic LANGUAGE from DELHI UNIVERSITY.**
- **12th from U.P Board, 65%**
- **10th from CBSE Board, 80%**

SKILLS

- ❖ Ability to work under pressure.
- ❖ Provide excellent customer service.
- ❖ Communication Skills
- ❖ Leadership
- ❖ Strategic Planning
- ❖ Decision Making
- ❖ Collaboration skills
- ❖ Excel

PERSONAL DETAILS

- Fathers Name : Mr. Naseemuddin Siddiqui
- Mothers Name : Mrs. Rehana Bagum
- Date of Birth : 05/10/1997
- Marital Status : Single
- Gender : Male
- Nationality : Indian
- Religion : Islam
- Language Known : Hindi, English, Urdu

PROFICIENCY

- Hindi
- Arabic
- English
- Epicor
- Microsoft Excel
- Microsoft Word

DECLARATION

At the end I would like to thank you for going through my resume & I assure you that the given details furnished by me are true to the best of my knowledge hoping for a kind Candidate from you.

Date:

(Sohail Ahmed)