

# SYED MUZAHID

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## Profile Summary

A MBA professional with a precise skill of people management, team player and leader able to inspire team to perform their best. Detail oriented and have good experience in Learning & Development, SAPMM (Material Management) and passionate about Logistics, Operations & supply- chain management, Business Development, Management. Regularly updates to new technology & upgrading to the new innovative methods of data handling, reporting & managing multiple tasks assigned.

## SAP MM SKILLS

- Configuration settings for Organizational Structure (Plants, Storage Locations, Purchase Organizations etc.) and its assignments.
- Good knowledge in MM master records i.e. Creation of Material Master Record and .Vendor Master Record, Info records, Condition records etc.
- Configuration of Material Types, Material Groups. Purchasing value keys
- Defining of MM pricing procedure for Standard PO, STO's etc.,
- Configuration of Release strategy for Purchasing Documents.
- Configuration of Inventory management settings for Goods Receipt, Goods Issue, Stock Transfer.
- Special Procurements: Subcontract, Consignment, Third Party, Pipeline material handling, Stock Transfers.

## Experience

Overall job experience of 8 years

**Company** : Grab  
**Designation** : HSE Trainer  
**Duration** : FEB 2022 – MAR 2023

**Company** : ELASTICRUN  
**Designation:** Operations Executive  
**Duration** : AUG 2020 -FEB 22

**Company** : Dr. Reddys Laboratory  
**Designation** : SCM Executive  
**Duration** : AUG 2018 – MARCH 2020

**Company** : DR. REDDYS LAB  
**Designation:** Warehouse Executive  
**Duration** : AUG 2016 -JUL 2018

**Company** : Gates Institute of Tech.  
**Designation:** Asst. Professor  
**Duration** : JUL 2010 –JUL 2016

## **Roles & Responsibilities**

### **LEARNING & DEVELOPMENT – HSE Trainer | Grab a Grub Services Pvt Ltd, Subsidiary of Reliance Retail | FEB 2022 – MARCH 2023**

- Coordinating the execution of agreed-upon onboarding of all new hires and cross-training initiatives.
- Supporting the site's operation in aligning to network-approved and consistent standards.
- Locally supporting the deployment of central projects.
- Delivering refresher training on critical process and compliance topics.
- Tracking training activity and permission management.
- Supporting the centralized L&D team to produce new materials for the in-house training activity
- Auditing training programs and records.
- Building and coordinating an efficient and multilingual Instructor network, in order to support linguistic diversity within internal and 3PL Associates.
- Acting as an ambassador for Company Core Values and Leadership Principles.

AT ELASTIC RUN

### **OPERATIONS EXECUTIVE & ASST.TL -AUG 2020- FEB 2022**

- Inventory Controlling and Audits at Regular Intervals
- Communicating with other departments and staff groups for resolving operational Challenges and process improvement
- Supervising, organizing, directing, and training warehouse employees and establishing, monitoring and managing operational goals
- Monitoring Load Receiving, Self-Receiving
- Import and Export customs documentation including preparation of import and export checklist.
- Obtain Delivery orders from shipping Lines for import shipments
- Creating Trackers for Daily and monthly Data
- Completing Reconciliation and other mandatory operation before closer.
- Tracking deliveries and troubleshooting order issues with supplier
- Interacting with Wish masters and taking Huddles for Geo Fake and Feedbacks.
- Conducting meetings weekly wise on progress.
- Communicate with Mother Hub team for gathering day to day operations progress.
- Attending weekly meetings with Central Ops team to analyze weekly Results.
- Update EOD status on Portal
- Maintain items records, documented necessary information.
- Process orders and deliver, transfer and maintain stock.

## **SCM EXECUTIVE – DR. REDDYS LABORATORY | AUG 2018 – MARCH 2020**

- Customization of Release procedure for PO, PR with classification
- Customization of Transport Order and Purchase Order.
- Performed Inventory management tasks like goods receipt, goods issue, transfer posting, stock transfers and physical inventory check.
- Customization of Purchasing Document types, Number Ranges for PR
- Responsible to solve issues on master data-material, vendor, info record and source list
- Configured Planning calendar, factory calendar and Holiday calendar
- Creating GRNs for the Raw and Packing materials from Loan Licensed Units(LL)
- Issue Posting of Manufacturing, Packing Work Order in SAP for all Loan Licensed units.
- Consumption data of Raw Materials & Packing Materials with reconciliation for every batch.
- Creating Sub-Contract Order's for Manufacturing & Packing
- Central excise & State excise posting in SAP with respect to Invoice received.
- Coordinate with all LL units for Stock, Excise Statements.
- Inventory Stock Audit Reconciliation every Quarter to match SAP vs. Physical Stocks.
- Checking of raw & packing materials per BMR & BPR.
- Dispatches & Delivery of Finished goods by preparing all types of documents for Clearances of Excisable Goods in SAP.
- Preparation of Stock Statements
- Handling of Stock Audits and reconciliation of stocks.
- Giving the consumption report for batch wise.
- Reconciliation of stocks, dispatches and transmitting data in to the ER
- Every month we are matching SAP stock VS LL stocks.
- Monthly Reconciliation's for SAP stock VS LL stock.
- Update the status of vendor payments & invoices due date information
- Billing Invoices and Invoice payment updating

## **WAREHOUSE EXECUTIVE – DR. REDDYS LABORATORY | AUG 2016 – JUL 2018**

- Verification of vendor documents while receiving.
- Maintaining the proper records of receipts.
- Storing the material as per their status and storage conditions.
- Verification of materials for retest & Expiry periods.
- Monitoring of Temperature and Relative Humidity.
- Calibration and verification of weighing balances.
- Creating GRNs in SAP.
- Raising Damage report for Transit & Handling Damaged Materials.
- Code to code
- Verification of stock (RM)
- Preparation of RM Stock Statement.
- Handling of Stock Audits (CUSTOMER & KPMG) and reconciliation of stocks
- Monthly Reconciliation's for Physical stock VS SAP stock
- Reporting to the Warehouse Manager for daily-based activities
- Check the delivery documents.
- Verification of Address and Purchase Order.
- Check the approved Vendors List including Supplier address
- Check material Quantity of purchased orders
- Document and reject the damaged material
- Preparation of Stock Statements

## Skills & Abilities

- Strong interpersonal & communication skills
- MS Office Suite
- Google Sheets- Google Forms
- Ability to work collaboratively as part of a team
- SAP MM Skills
- Problem Solving
- Leadership
- Meticulous attention to detail
- Excellent Organizational skills

## Activities and Interests

Reading, blogging, news & politics, learning Japanese.

## Education

- Completed MBA in 2009 from VIGNANA BHARATHI institute of technology, Hyderabad

## Personal Profile

Name	:	SYED MUZAHID
Marital Status	:	Married
Date of Birth	:	10 <sup>th</sup> July 1984
Languages known	:	English, Hindi&Telugu
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## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and Belief.

Syed Muzahid