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| MOHEED KHAN  ASisSTANT MANAGER WAREHOUSE | |
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| CONTACT Phone icon +91 9515440395  Bubble icon MOHEED KHAN  Email icon [Moheed.khan87@gmail.com](mailto:Moheed.khan87@gmail.com) | | | PROFILE Warehouse Manager with +8 years of experience in warehouse operations and management. Skilled in logistics, inventory control and safety procedures. Capable of training staff and maintaining a good working environment. | | |
| SKILLS  * WAREHOUSE OPERATION * LOGISTICS * SAFETY PROCEDURES * INVETORY CONTROL * PHYSICAL CONDITION * LEADERSHIP * DATA PROCESSING * management * E COMMERCE * B2B & B2C | | | EXPERIENCEJahanpanah Clothing pvt ltd 2020-Till date   * Provides materials, product, and supplies by directing receiving, warehousing, and distribution services;          Supervising Warehouse staff.   * Monitoring **Daily Delivery Reports, Suk Report, Purchase orders, Invoice Report** * Perform **Warehouse visit, inventory stock check**. * Responsible for **Business to Business (B2B), Business to customer(B2C), E- Commerce, Cataloguing.** * Interact professionally with **Vendors, warehouse team, E - commerce Team, operation team**. * Manage and maintain **B2B** stores, **B2C portal**, * Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures. * Conducting & Arrange G-meet Meeting with Higher management, Operation team, Warehouse team. * Complies with state, and local warehousing, material handling, and transport requirements by studying   **Chirac International school Pvt, Ltd (Sri Shakti schools pvt ltd)**  **Operation Supervisor: 2018 – 2019**  **Premier People Logistics Solution Pvt Ltd**  **Operation Supervisor: 2017 –  2018**  **Mulk Holdings International FZC.Hamriyah Free Zone, Ajman, UAE.WareHouse & Store Incharge . Mar 2016 to Feb 2017**  **Landmark group international Pvt Ltd.**  **(Inventory Department) Direct Store Delivery (Oct 2014 – Oct 2015)**   * Receiving the stock from courier and approved, item to item scan * Check the stock qty and value with purchase order and invoice bill. * Solve the vendor’s quires, regular updates the mail superior staff and updates * Regular approvals from corporate office daily updates, Departments manager, store manager, * Deals with Return to Vendor process, Good Receipt Note process, Non-Returnable Gate Pass process. * Inward the stock on daily base and send the documents to ware house for further payments, sign & approvals from inventory store, department manager’s * Maintain Discrepancy stock and updates the vendor regularly till the dispatched form store, visiting warehouse, stores, Vendors Offices for official work * Regular updates the P.O expiry, Invoice mismatch, lack and Excess of stock, discrepancy stock documentation of all P.O, Invoices bill, R.T.V, Discrepancy report Documentation | | |
| EDUCATIONM.B.A (HRM) 2019-2022  J.N.T.U HYD, Telangana B.com (GEN) 2009-2012  TECHINCAL SKILL:   * Microsoft Office & Excel * Internet &Email Application * I cube software 6.1.0 * Zoho Books, * Seller ware | | |