

MAHER I. KHAN

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2724 Abbot Kinney Blvd | Venice, CA 90291

EDUCATION

University of Maryland
Bachelor of Science, Supply Chain Management
Minor, Arabic Studies

College Park, Maryland
Robert H. Smith School of Business
GPA 3.7/4.0

EXPERIENCE

Amazon.com

Operations Team Leader

Chicago, IL

July 2016 – Present

- Launched a 1MM ft.² warehouse in the greater Chicagoland area and bootstrapped operations
- Managed a team of 25-200 non-exempt staff to achieve highest building-wide S&OP goals
- Communicated change effectively with direct reports, peers and senior leaders through white papers
- Developed workflow processes and parameters to ensure software systems compatibility with end users
- Led continuous improvement efforts to increase productivity by 12% and streamline business processes
- Exceeded customer SLAs (Service Level Agreements) on a consistent basis to ensure customer retention
- Collaborated with multiple departments such as Finance, HR and Engineering to deliver results

Now Aerospace & Avionics Inc.

Buyer

Gaithersburg, MD

May 2014 – May 2016

- Maintained BOMs for multiple clients, resolved vendor issues and discrepancies in managing inventory
- Executed SAP/ERP supply chain projects and initiatives including design, testing and maintenance
- Analyzed vendor status reports to ensure timely delivery of manufacturing and distribution
- Prepared inventory/production analysis and gave ad hoc reporting on strategic KPIs
- Identified quality issues with suppliers and OEMS to create robust supply chains for clients
- Created and managed RFQs, RFIs & BOMs from initiation to completion for strategic sourcing

American Campus Communities

Sales Development Representative

College Park, MD

September 2013 – May 2014

- Led department to achieve 100% building occupancy and retention of a \$20MM building
- Trained and managed a team of community assistants and leasing agents to create an inclusive culture
- Managed office operations and logistics including end-end leasing, procurement and third-party services

AFFILIATIONS

Alpha Kappa Psi: Professional Business Fraternity

September 2013— Present

Supply Chain Management Society

September 2013— Present

Council of Supply Chain Management Professionals (CSCMP)

September 2015— Present

MHI (Material Handling Industry)

January 2017— Present

SKILLS

Languages: Professional fluency in Arabic: MSA, Egyptian, Levantine, Moroccan; Conversational Spanish

Technical: SAP, Coupa, Concur, Mercury Gate, Microsoft Excel, Access, SQL, Tableau, Mercury Gate, Oracle

Other Skills: Lean Six Sigma, Agile Project Management, DMAIC, DOE, PDCA, Kaizen Continuous Improvement