

Mohammad Wahiduzzaman

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HIGHLIGHTS OF QUALIFICATIONS:

- Certified Supply Chain Professional (CSCP) and Certified in Production and Inventory Management (CPIM) from APICS.
- Have over 2 years of experience in Inventory Management, and 3 years in Logistics Operations.
- Studied Supply Chain Management in Humber College, Toronto.
- International Certificate in Supply Chain Management from ITC, Geneva jointly with DCCI, Dhaka.
- Have experience of providing customer service along with customer service education from a Canadian college.
- Have working experience with Receiving, Sorting, Replenishment and Delivery of materials in Inventory Management.
- Prepared different types of reports related to inventory Management for purchase department.
- Have foundation knowledge and practice of SAP garnered from Business Processes courses of Supply Chain Management course at Humber College.
- Have advanced knowledge in Microsoft Excel features like Pivot Tables, Data Tables, What-If-Analysis, Solver, Charts, Statistical tools etc. and working knowledge in other MS Office programs and Visio.
- A proactive person who loves to work in a team, is eager to learn, and cooperative.
- Willing to relocate anywhere in Canada for career advancement.

EDUCATION:

Certificate in Contact Centre Operations
Centennial College

August 2020

- Communications Skills, Soft skills development, customer sales and services, contact centre environment and computer skills.

Graduate certificate in Supply Chain Management
Humber College

April 2018

- Distributions, Transportation, Purchase and Supplier Management, Supply and Demand, Business Processes (SAP), Logistics Technology (Microsoft Excel, Access, VISIO), Business Communication.

International Certificate in Supply Chain Management (SCM®)
International Trade Centre (ITC), Geneva & DCCI, Bangladesh

April, 2016

- Corporate Strategy, specifying requirement and Planning supply, Analyzing Supply Markets, Developing Supply Strategies, Appraising and Short-listing Suppliers, Obtaining and Selecting Offers.

Certifications:

1. CSCP- Certified Supply Chain Professional by APICS, May 2019.
2. CPIM- Certified in Production and Inventory Management, 2020

EXPERIENCES:

Company: Blake Jarrett & Company

June, 2021 - Present

Position: Logistics Coordinator

Key Responsibilities:

- Assist the Production Manager in the performance of inventory parts, cycle counting, daily, quarterly and annual full counts
- Oversee the efficient operation of the logistics functions, identifying areas for improvement and implement these improvements
- Coordinate transportation providers to ensure prompt and proper movements of shipments
- Respond to internal/external inquiries and referring to proper channels
- Review purchase orders, shipping documents to ensure delivery accuracy by visually checking & alerting management to any received merchandise that is damaged or missing
- Make special shipping arrangements as necessary
- Track and fix shipping errors
- Manage distribution shipments
- Complete cost reporting as required
- Ensure that the quality of all services provided meets the standards of the company
- Develop processes that make the supply chain more efficient and organized
- Review freight costs & transportation rates to ensure competitiveness
- Plan and track the shipment of final products according to customer requirements
- Maintain logs and records of warehouse stock and executed orders
- Arrange same-day deliveries whenever possible
- Work cooperatively and efficiently with co-workers to achieve departmental and company goals/metrics
- Assist in production in shipment preparation, load/unload trailers

Company: Progistix Solutions Inc

May 2018 – June 2021

(A company of SCI Group)

North York, ON

Logistics Processor

- Picking, Packing and Loading Materials to ensure the shipment of customer order, and Receiving Materials, replenishment, and Put-away.
- Operating Material Handling equipment like narrow aisle Reach Truck, Dock Stocker, Tugger, and RF.
- Fulfill customer orders from store inventory in a timely manner following quality standards, with a high fulfillment percent and sense of urgency
- Pulls warehouse items from the shelves based on number, size, quantity, and quality requirements.
- Ensures that orders are accurate and Stages items correctly for delivery
- Ensures warehouse goals are met
- Performs other general warehouse duties as needed

Back home experience:

Company: Titas Gas Transmission and Distribution Co. Ltd, Dhaka, Bangladesh

Duration: 2 Year 6 Months

Position: **Assistant Store Manager**

Major Responsibilities:

- Inventory management like receiving, sorting, replenishment and delivery of materials.
- Keeping inventory records and reconciliation of materials with related departments.
- Providing customer service by issuing and receiving materials for customers
- Preparing reports on materials upon request from the management
- Cycle counting and physical audit of inventory
- Maintaining materials outbound procedure
- Initiating Purchasing procedure by submitting materials balance to Purchase Department.