## Usman Khan

## Opp.Parshad House Moudhapara Raipur

## Chattisgarh(492001)

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**Phone No-9584492000**

## Career Overview

Hard-working and responsible logistics professional with 10 years experience managing successful warehouses and storerooms. Team oriented and safety conscious, I am keen to apply my organisational skills to a dynamic warehouse, logistics, distribution or inventory team.

## Educational qualification

Graduated: 2006 from pt,Ravishanker University In Commerce

## Key Skills and Characteristics

**Substantial warehouse experience**  
Experience with container loading/unloading, receipt/despatch, safe operation of forklifts, checks and training and manual handling aids. I also train and supervise staff in these competencies.   
  
**Organisational and time management skills**  
Experience managing inventory and coordination of orders and deliveries, with ability to prioritise conflicting demands.   
  
**Interpersonal skills**  
Ability to create rapport quickly and maintain positive business relationships with clients and staff, demonstrating dedication to a high standard of customer service.   
  
**Technical skills**  
Knowledge of various computer programs and technologies to intermediate level including Microsoft Word/Excel/Access, RF Scanners and financial management packages.

## Work experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. no. | Company name | Duration of work | | Designation |
| 1. | Raza coloniser | | April 2006 To June 2014 | Store in charge |
| 2 | Avinash developer’s pvt. Ltd. | | September 2014 To present | Store in charge |

**Responsibilities:**

* Coordinate incoming and outgoing stock, deliveries and logistics
* Monitor stock levels and carry out periodic stock takes.
* Liaise with all parties involved in the import and domestic movements of stock including AQIS, customs, transport companies and freight forwarders
* Record all stock movement and deliveries in database and prepare regular reports
* Manage warehouse costing, budgeting and forecasting

**Achievements:**

* Helped implement a new inventory storage system
* Put in place processes to ensure stock integrity

**Personal details:**

* Name : Usman khan
* Fathers name : Kadar khan
* Date of Birth : 13/02/85

## Martial status : Married

## 

## Place :

## Date: