

## **CURRICULUM VITAE**

Sana Zakir Shaikh

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### **Career Objective:**

Seeking a position to utilize my skills and abilities in the Materials, Logistics and Supply chain management Industry, a job where growth prospects are unlimited and individuality is recognized by work, and to achieve professional satisfaction by meeting higher responsibilities and involving in competent work areas.

### **Professional Experience:**

**Total Experience: 6+months** (In the area of Stores Audit, & Logistics).

**Currently in Nykaa E Retail Pvt Ltd, Pune 20-July 2021 to Till & Logistics**

#### **1) NYKAA E-RETAIL PVT LTD : PUNE -JULY-2021-OCT**

**2021I\*As a Audit Assistant Stores**

- ▶ As Its E-commerce Platform So I Am Handling Entire Inventory Management Process Of Warehouse And Also Aware About Whole Warehouse Operation As Well  
I.e. Inward, Outward And Reverse Logistics Etc.
- ▶ Under Inventory Management Following Main Process I Am Handling For Warehouse.
- ▶ Handling Daily GRN checking & shear Report to Management.
- ▶ Handling Daily Cycle Count & Shear Report to Management.
- ▶ Co-ordinate with distribution center/ Warehouse/ Stores team for requisition of material.
- ▶ Ensure seamless integration with logistics/warehouse and customer service

#### **❖ GRN:-**

- ▶ Under GRN Checking the Daily In-warded Material.
- ▶ While Doing GRN Some Points Need To Be Verified Such As Proper Barcode, Quantity As Per Putaway, Damage/Leakages, Mrp, Expiry And Product Description As Per System.
- ▶ If Any Ambiguity Found Inform It To Concern Department And Get It Clear At The Same Time.
- ▶ Making The Report Above Point And Make The Changes In System As Per Findings While GRN.
- ▶ Shares Report Files And Mails To Management On Daily Basis.

#### **❖ CC:-**

- This Is Important Process To Keep Inventory Accurate Neat And Saleable
- Under This Process Need To Be Blocked Bin Row And Need To Check Enter Inventory Of that Row Thoroughly
- The Main Intention Of This Process To Finding Short And Excess Of Quantity And Done Adjustments In System And Keeping A Side Expired Damage leakages Sku After Physical Verification.

- On The Finding Of Cycle Count Making Changes Adjustment/Uploading In System And Make the Report With Proper Remark
- Variance Coming After During Cycle Count Adjusted in system And Make System And Physical Inventory Accurate.
- Shares Report Files And Mails To Management On Daily Basis.

## 2) VALEO INDIA PVT LTD : PUNE –APRIL-2022 to J U L Y 2022

### **\*As a Audit Assistant**

- ▶ Handling Daily cycle count & Shear Report to Management .
- ▶ Co-ordinate with distribution center/Warehouse/ Stores team for requisition of material.
- ▶ Ensure seamless integration with logistics/warehouse and customer service

### **Qualifications:**

- ▶ H.S.C. - with 68.00% from Mumbai Board In June 2023.
- ▶ S.S.C. - with 90.00% from Mumbai Board in June 2021.

### **Computer Skills& Other Certification:.**

- ▶ MS-Office (Excel, Word, PowerPoint)

### **Personal Details:**

<b>Full Name</b>	: - Sana Zakir Shaikh
<b>Date of Birth</b>	: - 23/12/2004
<b>Present Address</b>	: - Sec.9 Vashi, Navi Mumbai, Thane,
<b>Permanent Address</b>	: - Sec.9 Vashi, Navi Mumbai, Thane,
<b>Marital status</b>	: - Unmarried
<b>Nationality</b>	: - Indian
<b>Languages Known</b>	: - Marathi, Hindi, English.
<b>Strength</b>	: - Highly motivated, Quick learner, Keen to learn new things, Optimistic & Adaptive to situations, Honest and Hard worker.

### **Declaration:**

I hereby declare that the information given above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

**Date :**

**Place :**

**(Sana.Z.Shaikh)**