

CURRICULUM VITAE

Irfan Gulshan Shah

Mob : 8369615334

E-Mail: shahirfan702@gmail.com

OBJECTIVE:

To join an organisation that provides growth prospects and base for professional development by providing dynamic and challenging work environment that enables to utilise my skills and synchronise my skilled growth with the organisational growth.

EXPERIENCE:

1. Working for Sumuka Agro Industries Limited as a Warehouse Incharge from May, 2018 to till date.

- Oversee receiving, distribution and maintenance operations.
- Controls inventory levels by conducting physical counts, reconciling with data storage system.
- Liaison with clients, suppliers and transport companies.
- Tracked items and kept inventory to ensure appropriate availability and made sure items were delivered to and from warehouse.
- Supervise activities of all workers and assign tasks based on an individual's skillset, following up on work results.
- Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
- Tally data entry including sales, purchase, receipts, credit note and prepared Delivery Challans.

2. Worked in Victor Pest Control As a Manger from February 2017 to April 2018

- Direct, monitor, and motivate staff of the service department to provide quality service to all customers in a timely manner.
- Inspect pest control work done by the personnel to ensure compliance with company standards.
- Respond to customer complaints.
- Maintain current awareness of number of customers remaining to be serviced in the month.
- Personally, take over responsibility of servicing a pest route in case of the lack of sufficient pest control technicians.
- Maintain inventory.
- Required to work a flexible schedule, including weekend work when needed.

3. Worked in Golden Granite As a Sales Executive from July 2015 to November 2016

- Handled sales and management of orders from clients all over India.
- Ensured the highest quality of service to our clients.
- Ensured smooth liaison with existing as well as prospective clients.
- Deliver superior client service dash, troubleshoot problems and serve as a liaison between adviser and client as needed.

4. *Worked in Vertical Con-Ventures Pvt. Ltd. as a Assistant Supervisor from February 2013 to May 2015*

- Supervise employees to help ensure efficiency and productivity.
- Assist the supervisor in hiring new personnel by reviewing applications and performing initial meetings with candidates.
- Inspection of ongoing work
- Monitored performance of sub-contractors and staff.
- Allocating resources, materials, sub-contractors and other staff

5. *Worked in Tanishq Jewellers as a Team Staff from August 2012 to December 2012*

- Greet and direct customers
- Provide accurate information (e.g. product features, pricing and after-sales services)
- Answer customers' questions about specific products/services
- Inform customers about discounts and special offers
- Provide customer feedback to the Store Manager

6. *Worked in Wild craft India Pvt. Ltd. as a Store Manager from August 2011 to June 2012*

- Complete store operational requirements by scheduling and assigning employees; following up on work results
- Ensured availability of merchandise and services by approving contracts;
- Manage store inventory
- Complete schedules and assign duties and responsibilities to the store's staff

IT SKILLS:

- Basic Computer Knowledge.
- Proficient in using MS-office
- Very well conversant with Internet

EDUCATION QUALIFICATION

- Passed H.S.C. (Higher Secondary School) from National Institute of open Schooling.

PERSONALITY TRAITS:

Self-motivated, enthusiastic and hardworking, can work under extreme pressure and tight deadlines. Always goal oriented and innovative, have good communication skills and ability to interact with people.

PERSONAL DETAILS:

Date of Birth : 27th September, 1991
Languages Known : English, Hindi, Marathi & Gujarati
Marital Status : Single
Gender : Male
Hobbie : Reading books, Listening Music, Playing Football and Cricket.