

CURRICULUM VITAE



MOBIN KHAN

Vill & Po  Nahauna, PS  Sasaram,
Dist  Rohtas, State  Bihar,
Pin  821305 (India)

Email ID : Khanmobin5@gmail.com / mobinkhan949@gmail.com

Contract : +917759011982 / +918271096095/

Post Applied For:-

 **SUPERVISOR**

LOADING&UNLOADING 

My Carrier Objective:-

To join an organization that provides better work culture, higher responsibilities and career growth and where I can optimally utilize my abilities, and skills in making a significant contribution to the success of the organization


PROFESSIONAL SUMMARY

Care & focus as Assistant Warehouse Supervisors who boast strong attention and is focused on play a vital role in warehouse departments as the activity of warehouse make report for items and make sure its flows run smoothly. It's including developing schedules, overseeing stock inventories, placing orders support, and motivating items with leadership, supervisory skills, organization, strong communication and networking skills, and teamwork. Reporting to Warehouse Supervisor/Manager and make schedule for all items required time to time.

Highlight

- ❖ **Receiving & Distribution**
- ❖ **Package Preparation**
- ❖ **Inventory Management**
- ❖ **Reliable and Motivated**

Educational Qualification:-

- **B. COM (Graduate B. COM 3 YEAR  Doing)**
- **H.S.C. (Intermediate) Passed**
- **S.S.C (Matriculation) Passed**

CERTIFICATE OF PARTICIPATION :-

- **NDT- Inspector Course completed**

Typing skills and Computer handling skills:-

- Type 40 to 50 words per minute.
- Knowledge on Windows Operating System, Office automation, Word Processor, Internet, Email and Google Documents
- Excellent knowledge in Excel ⇨ Spreadsheet

Computer Skill:-

- **Application Software :** MS OFFICE (MS Word, MS power point, MS Excel, MS Outlook)
- **OS Exposure :** Windows 10, 8, 7, Vista, XP
- **MS Office :** Tally, Ms Excel, inventory
- Knowledge of internet & email tally etc.
- **Basic knowledge of Tally**
- **Basic Knowledge of computer Application & Internet.**
- **Good knowledge of MS Office**

TOTAL WORK EXPERIENCE DETAILS:- (ABROAD IN 2 YEARS)

07 YEARS

- **Company Name :** MID COM/ ROCWELIMPEX LTD
- Location :** NIGERIA (AFRICA)
- Position :** WAREHOUSE SUPERVISOR
- Period :** September 2014 to 10 March 2016

- ❖ **Worked Mid Com logos Nigeria warehouse assistance From September 2014 to 10 March 2016 Rocwelimpex Ltd Lagos Nigeria as warehouse Assistant supervisor.**

Job Responsibility for Warehouse Supervisor:

- ❖ Maintained receiving, warehousing, and distribution operations by developing and executing integrated, realistic and detailed plans to allow for delivery.
- ❖ Maintained warehouse staff by discussing, counseling, and disciplining employees; while planning, and monitoring.
- ❖ Developed and implemented truck loading / transportation process that simplified and maximized driver's time.
- ❖ Scheduled warehouse team members to meet the demands of the facility, utilizing Key Performance Indicators (KPIs) to monitor performance.
- ❖ Allocated necessary space for stock rotation and assisted with proper process.
- ❖ Maintained appropriate inventory levels and provided product loss control.
- ❖ Utilized MS Office software to provide accurate product and financial reporting.
- ❖ Communicated daily results to upper management.
- ❖ Implemented new procedures to help improve performance of multiple departments.

- ❖ Developed leadership skills in order to manage the day-to-day operations
- ❖ Communicated with bosses and team members to determine priority of tasks.
- ❖ Trained new team members on the job.
- ❖ Checked that products that were received matched suppliers invoice
- ❖ Developed customer service skills with employees in charge.
- ❖ Complete daily inventory control based on part count variance. Analyze discrepancies and take action to ensure 100% reconciliation of inventory.
- ❖ Established procedures for verification of incoming and out-going shipments, handling and disposition of materials, and keeping warehouse inventory current
- ❖ Managed and supervised the daily activities of Warehouse Associates in the fulfillment of department orders and general warehouse operations.
- ❖ Supported safety programs to reduce and eliminate employee injuries while conducting safety training at the branch.
- ❖ Ensured that a safe working environment is maintained at all times and that the appropriate safety regulations and policies are complied with.

WORK EXPERIENCE DETAILS:-

03 YEARS IN INDIA

➤ **Company Name** : R. CITY MALL
Location : GHATKOPAR (W) Mumbai, Maharashtra
Position : WAREHOUSE OFFICER
Period : 20th October 2010 to 22th April 2013

- ❖ Working as Warehouse officer in R.CITY MALL MUMBAI(India) from 20 Oct 2010 to 22 Apr 2013

Job Responsibility for Warehouse Supervisor:

- ❖ Maintained receiving, warehousing, and distribution operations by developing and executing integrated, realistic and detailed plans to allow for delivery.
- ❖ Maintained warehouse staff by discussing, counseling, and disciplining employees; while planning, and monitoring.
- ❖ Developed and implemented truck loading / transportation process that simplified and maximized driver's time.
- ❖ Scheduled warehouse team members to meet the demands of the facility, utilizing Key Performance Indicators (KPIs) to monitor performance.
- ❖ Allocated necessary space for stock rotation and assisted with proper process.
- ❖ Maintained appropriate inventory levels and provided product loss control.
- ❖ Utilized MS Office software to provide accurate product and financial reporting.
- ❖ Communicated daily results to upper management.

- ❖ Implemented new procedures to help improve performance of multiple departments.
- ❖ Developed leadership skills in order to manage the day-to-day operations
- ❖ Communicated with bosses and team members to determine priority of tasks.
- ❖ Trained new team members on the job.
- ❖ Checked that products that were received matched suppliers invoice
- ❖ Developed customer service skills with employees in charge.
- ❖ Complete daily inventory control based on part count variance. Analyze discrepancies and take action to ensure 100% reconciliation of inventory.
- ❖ Established procedures for verification of incoming and out-going shipments, handling and disposition of materials, and keeping warehouse inventory current
- ❖ Managed and supervised the daily activities of Warehouse Associates in the fulfillment of department orders and general warehouse operations.
- ❖ Supported safety programs to reduce and eliminate employee injuries while conducting safety training at the branch.

Personal Details:-

- Name : **MOBIN KHAN**
- Father's Name : **Shamim Ahmad Khan**
- Date & Place of Birth : **19.10.1986 / Sasaram, Bihar**
- Marital Status : **Unmarried**
- Nationality / Religion : **Indian / Islam**
- Language Known : **English, Urdu & Hindi**
- Permanent Address : **Vill+Post Nahauna, P.S Sasaram, Distt Rohtas (Bihar)821305**

Passport Details:-

- Passport Number : **K0641196**
- Place of Issue : **Patna**
- Date of Issue : **22.09.2011**
- Date of Expiry : **21.09.2021**

Declaration :-

I Mobin Khan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date : / . .

KHAN)

(MOBIN

Place : 👁👁👁👁👁👁👁👁👁..