



## MOHAMMAD IRFAN FAROOQUI

Current add: JEDDAH, SAUDI ARABIA

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2, RAIGAD – 410208, MAHARASHTRA, INDIA.

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### Personal Profile

Date of Birth : 01 - 08 – 1985  
Gender : Male  
Marital Status : Married  
Languages : English, Hindi, Marathi, Urdu.  
Email Address : irfanfarooqui2020@gmail.com, zeenatirfan09@gmail.com

### Academic Profile

- H.S.C (Commerce) in March 2004 from Anjuman – I – Islam Mustafa Fakhir Junior College in Navi Mumbai.
- S.S.C in March 2002 from Anjuman – I – Islam Mustafa Fakhir Urdu High school & Junior College in Navi Mumbai.

### Software Knowledge

Operating Systems : Windows95, 98, Word, Excel, Power point, Internet.  
Applications Technology: MH- CIT (Maharashtra Certificate in Information  
: TYPING SPEED 45 W.P.M.

### Work Experience

09<sup>th</sup> APRIL 2022 – TILL TODAY

Organization : ALSHAYA INTERNATIONAL TRADING CO. LIMITED.  
(SAUDI ARABIA- JEDDAH)

Designation : WAREHOUSE OPERATIVES / ADMIN

- Department: Pottery Barn, American Eagle, Boots, MAC, and Jo Malone.
- Plan daily picking work assignments and assign work to team members.
- Co-ordinate with the store team for order pick and pack.
- Provided day-to-day administrative support, aiding smooth-running warehouse operations.
- Conducted regular stock audits, identifying discrepancies and taking corrective actions to maintain inventory accuracy.
- Monitored and maintained inventory levels, proactively ordering supplies to avoid stockouts and production delays.
- Performed daily inspection of warehouse grounds for security and safety.
- Planned operational labour resources and optimized deployment to maximize productivity.

- Picked and packed orders, consistently meeting productivity targets.

**01<sup>st</sup> AUGUST 2017 – 15<sup>th</sup> MARCH 2022**

**Organization : PRIME CARGO MOVERS & LOGISTICS PVT. LTD. (MUMBAI-INDIA).**

**Designation : Shipping Coordinator**

**Responsibilities :**

- Communicate with the shipper (exporter).
- Co-ordinate with the operations team for unloading cargo in the CFS (customs bonded warehouse).
- Coordinate with CHA (customer house agent) for checklist, HS code, duty drawback, and Shipping Bill.
- Container Stuffing planning.
- Container booking, SI (Shipping Instruction) filing, FORM 13, online document submission.
- Container tracking.
- Prepare invoice and packing list, HBL, MBL.

**From NOVEMBER 2015 – JULY 2017**

**Organization : ALAUDDIN LOGISTICS PVT. LTD. (MUMBAI – INDIA).**

**Designation : Shipping Agent (Custom house agent)**

**Responsibilities :**

- Goods unload in CFS (custom bonded warehouse).
- Goods examination under Customs supervision.
- Stuffing container, making CLP (Container Load Plan), seal the container with custom seal and agent seal, collecting FORM 13 to line, moving container CFS to port, and handing over document in shipping line.
- Making daily container stuffing and container loading list.
- Making daily entries of documents.
- Having good contact with the manager and senior staff.
- Assisting seniors with export-related queries.
- Knowledge of preparing HBL (House Bill of Lading).
- Knowledge of MBL (Master Bill of Lading-Line).


**01<sup>st</sup> JANUARY 2010 – 03 NOVEMBER 2015**

**Organization : SAI AEROCEAN LOGISTICS PVT. LTD.**

**Designation : Shipping Coordinator**

**Responsibilities :**

- Communicate with the shipper (exporter).
- Co-ordinate with the operations team for unloading cargo in the CFS (customs bonded warehouse).
- Coordinate with CHA (customer house agent) for checklist, HS code, duty drawback, and Shipping Bill.

- Container Stuffing planning.
  - Container booking, SI (Shipping Instruction) filing, FORM 13, online document submission.
  - Container tracking.
  - Prepare invoice and packing list, HBL, MBL.
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**Date:**

**Signature**

**Place: -**

**Mohd. Irfan Farooqui**