

# WAJID HMR SHAIKH

## LOGISTICS OPERATIONS MANAGER

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### OBJECTIVE

I am interested in securing a Senior or Manager role within similar industries, where I can apply my acquired expertise, expand my network of business contacts, and utilize my valuable skills to streamline operations, enhance revenue generation and productivity, and contribute to the long-term sustainable growth of the organization.

### EXPERIENCE

#### ASSISTANT MANAGER

*Delhivery Limited*  
03/2022 - 02/2024, Bangalore, India

#### EXECUTIVE IMPORT LOGISTICS CLEARANCE

*Ajmal Perfumes Oudh Processing and Manufacturing LLC*  
10/2008 - 07/2018, Dubai UAE

#### SENIOR EXECUTIVE LOGISTICS

*Blue Star Ltd*  
01/2008 - 07/2008, Bangalore, India

#### INVENTORIES (EXECUTIVE)

*Naseer Electricals*  
06/2006 - 01/2008, Bangalore, India

#### ACCOUNTS/ INVENTORY OFFICER(PUNE BRANCH)

*Naseer Electricals*  
12/2004 - 05/2006, Bangalore, India

#### ACCOUNTS OFFICER(PUNE BRANCH)

*Naseer Electricals*  
04/2003 - 12/2004, Bangalore, India

#### Keys responsibilities

- Overseeing Air, Ocean & Land Freight
- Budget Control/Costing Management
- Promoting Cross-Functional Communication
- Managing Customs Clearance & Regulations
- Ensuring Error-free Documentation
- Coordinating Global Export/Import
- Handling Logistics & Transportation
- Marketing & Project Management
- Facilitating Project Forwarding
- Implementing Quality & Safety Program
- Strategic Planning for Efficiency
- Leading Team Development
- Navigating UAE Port & Customs Procedures
- Compliance with UAE Regulatory Requirements
- Warehouse Management

### EDUCATION

#### BACHELOR IN COMMERCE

*MES College of Commerce KUD*

### KEY SKILLS

- MICROSOFT OFFICE PACKAGES: WORD, EXCEL, POWERPOINT
- ERP PACKAGES: ORION, PROXY, TALLY 6.3
- WINDOWS OS, EMAIL, COMPUTER AND WEB BASED APPLICATIONS

### LANGUAGES

- ENGLISH
- HINDI
- KANNADA
- URDU

### HOBBIES

- AQUASCAPING
- READING

### PERSONAL INFO

- DOB: DEC 28<sup>TH</sup> 1980
- MARRIED
- INDIAN
- BANGALORE, KARNATAKA

## OCCUPATIONAL PROFILE

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*Assistant Manager Inventory Management, Delhivery Limited*  
**Job responsibilities:**

- Proficiently managed all inventory operations, including inventory planning, physical counting, transactions, audits, and daily wall-to-wall audits. Oversaw an extensive inventory of 300+ SKUs with an annual turnover of 20 crores across 35,000 square feet, achieving a 99.5% accuracy rate. Spearheaded inventory reconciliation efforts, promptly addressing complaints from internal and external stakeholders. Played a pivotal role in procurement planning by managing and reviewing reorder points and lead time demands. Conducted trend analysis, forecasting, and timely communication with stakeholders to ensure fulfillment. Calculated monthly purchase requisitions and collaborated closely with the purchasing team. Demonstrated strong leadership by hiring, training, scheduling, and supervising store staff. Verified incoming goods against purchase orders (PO) or rezo, immediately reporting discrepancies to suppliers. Published crucial reports such as store ticket SLA, inbound/outbound pending GRN, last mile ticket closure, quality check, and daily circle line items stock reports.

**Key projects and achievements:**

- **WMS implementation at the store (GODAM):** Designed and implemented an optimized floor plan, overseeing the installation of pallet racking systems valued at 3 crores. Innovatively designed a pallet location system, resulting in a 20% increase in warehouse storage efficiency. Prepared comprehensive training materials and conducted team training, ensuring a seamless transition to the new system. Achieved a 95% improvement in inventory accuracy through WMS optimization, enhancing productivity and reducing leakages. Successfully executed the project across three regions in just 2 months.
- **Mother-bag reusability project:** Implemented a mother-bag reusability project, achieving an 80% good-to-scrap mother-bag ratio, emphasizing meticulous waste reduction efforts. Effectively reduced organizational waste and costs by INR 22,240,000 from April 2022 to March 2023.
- **LM consumables project:** Initiated a project to curtail excess material disbursement to facilities, targeting monthly cost savings of 2 crores. Focused on cost control by minimizing inventory dissipation, accounting for 80% of our value, through advanced bundling and delivery aligned with projections.

*Executive Import Logistics Clearance, Ajmal Perfumes Manufacturing and Oudh Processing Industry (L.L.C)*  
**Job responsibilities:**

- Streamlined import/export logistics by liaising with procurement to receive original import documents, ensuring compliance with Dubai customs requirements. Arranged for custom clearance with Dubai trade (Mirsal II) and Dangers Good Declaration clearance from Dubai municipality. Prepared local invoices to facilitate material movement from FZ company to the right warehouse. Maintained the import log in Excel, providing bi-weekly updates to accounts and monthly reports to the lot. Handled freight purchase negotiations, securing the best rates and services. Cleared import shipments, avoided demurrage fees, and managed bank legalization for duty exemption. Managed export control by preparing invoices, issuing certificates of origin, and applying for necessary certifications. Selected appropriate transport modes, obtained competitive quotations, and tracked shipment deliveries. Insured export goods and arranged freight for various shipping terms. Negotiated budgetary prices with local transport providers and ensured timely delivery to warehouses.

**Achievements:**

- Achieved a 50% reduction in demurrage charges through efficient logistics management.
  - Secured significant cost savings by negotiating favorable freight rates.
  - Maintained error-free documentation, minimizing delays, and ensuring compliance.
  - Consistently prepared accurate and timely monthly and quarterly reports.
  - Led a high-performing team with strong support, motivation, and positive enthusiasm.
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**Senior Executive Logistics, Blue Star Ltd (Formerly Naseer Electrical)**

**Job responsibilities:**

- Managed logistics operations with a strong emphasis on efficiency, cost control, and seamless coordination between procurement, transportation, and warehouse teams. Led inventory control initiatives resulting in high data integrity and zero internal material downtime, effectively reducing operational bottlenecks and enhancing overall logistics efficiency. Oversaw store and inventory management to maintain consistency in material quality and quantity, utilizing Oracle E-Business Inventory Management ERP for thin inventory maintenance and conducting regular audits. Implemented best practices for inventory management, achieving 100% Inventory Record Accuracy (IRA) and ensuring timely material issuance to meet production demands. Ensured material accountability, issued timely delivery advice, and managed documentation accuracy. Coordinated with engineers for material requisitions, verified physical availability, and accurately categorized returned materials. Facilitated the resale of scrap materials to the highest bidder, coordinated vehicle dispatch, and managed manpower for timely task completion.

**Achievements:**

- Achieved better control over inventory and impeccable accountability of a-class items due to timely production.
  - Successfully maintained zero internal material downtime and high data integrity between system and physical inventory.
  - Integral part of the physical inventory team, maintaining 100% Inventory record accuracy (IRA) in-store operations.
  - Consistently achieved 100% FIFO method usage, ensuring efficient stock rotation and management.
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