

# Aquib Javed ALvi

## Warehouse (Senior Executive -Operations) (Ecommerce and B2B)

Motivated Warehouse Senior Executive with 4+ Years of progressive experience. Energetic self starter and Team builder. Navigates high Stress situations and achieves goals on time.

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### EXPERIENCE

#### Me N Moms (Warehouse Senior Executive – Operations)

Sep 2024 – Currently working

- Handling 50 manpower in Warehouse.
- MenMoms company deals in Baby Product.
- Using Uniware software for Order processing of daily market place order like Myntra / shopify /amazon .
- Using Logic software to handle inventory / billing.
- Qc of all stock received before GRN
- GRN of all the fresh inward and STO
- Putaway of all those items in Rack before order processing.
- Handling transport services , loading and unloading of materials.
- Coordinating with Vendors for new parts.
- Working on excel and using MIS at the end of the day for daily reports and data.

#### PROZO (Senior Executive – Operations)

Nov 2023 – Aug 2024

##### Client – Neemans Footware

- Using Uniware software for Order processing of daily market place order like Amazon / Flipkart / Myntra / Shopify etc.. (500 to 1000 orders on daily basis)
- Keeping track of all inventory and handling inventory of approx 30000 units.
- Qc of all stock received before GRN
- GRN of all the fresh inward and STO
- Putaway of all those items in Rack before order processing.
- Handling B2B orders of Neemans,
- Creating Report at the end of the day (Dispatch , GRN , Putaway , Pending GRN , Pending Putaway , B2B orders)
- Handling a team of approx 10 to 15 employee

##### Client – Jubilant FoodWorks(Dominos)

- SAP Coordinator. Working on SAP by using different t-codes to process different tasks.
- Processing Invoice after receiving material in the Warehouse.
- Maintaining material in the warehouse. Checking the quantity of the material.
- Creating STO (Stock Transfer Order) and STN ( Stock Transfer Number) for material dispatch on SAP.
- Working on the Dominos Project. Maintaining Capex and Apex , Bike material and Maintenance material .
- Creating GRN (Goods receipt number) on SAP whenever we received a new material.

### SKILLS

- Uniware Software
- Logic
- prozo WMS
- SAP (System Applications and product in data processing)
- Zoho warehouse management software
- Html
- MS office
- Knowledge of Ecommerce Platforms
- Marketing
- Google Trends
- Wordpress

### LANGUAGES

- English
- Hindi
- Marathi
- Urdu
- Arabic

- Sending material to different Domino's Stores whatever their requirements are.
- Tracking inventory on SAP as well as physically to maintain stock.

### **Quick Traders (Warehouse Supervisor)**

Jan 2021 - OCT2023

- (ZOHO Warehouse management Software ). Stock Management of all the products
- Updating records of all the products which are coming in and going out of the warehouse
- Keeping all the details of Customer ( wholesaler and retailer both)
- Updating the price of the product on daily basis
- Working on Amazon, Flipkart ,Meesho . Maintaining all inventory, updating all inventory.
- Overseeing the overall development of an organisation retail and income generating sites
- Applying platform updates that attract and keep new customers
- Reviewing sales insights and using them to develop informed sales strategies
- Managing the smooth functioning of different online e-commerce platforms of an online retail company

### **Reliance Communications ( Technical Support Executive)**

Feb 2018 - Oct 2019

- Handling escalations matrix with different levels and involve concerned team management as well as clients if required to get the issue resolved within SLA.
- Coordination with customer on their different requirement and management.
- Technical monitor of BMS alert(Network power and equipment) of reliance communication plants which are situated in Mumbai, Chennai and Hyderabad.
- If we find any alerts, drops in services, then raise P0/P2 cases on CLP software and coordinate with the IDC concerned team to resolve the issue.
- Publishing various MIS reports with senior management.
- Following up rigorously with the resolver team to get the RCA on time.

### **EDUCATION**

#### **VIVA School of MCA (Masters Degree)**

June 2013 - Jun 2016

#### **Rizvi College (Bachelor Degree)**

Apr 2010 - Mar 2016

#### **Rizvi College (HSC)**

Apr 2008 - Mar 2010