

CURRICULAM VITAE

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Professional Summary

9 Years of experience in the field of Logistics & Warehouse Executive and 2 Years of experience in Data entry and Customer Service Representative. Proven leadership abilities along with an extensive knowledge base from a combination of formal education and on-the-job training. Efficient and innovative when doing the job activities and well planning to meet operational goals and improve overall performance.

Key Strengths

- Professional in SAP & Office (Microsoft Word, Excel).
- Trustworthy, hardworking and highly self-motivated
- Hardware and Networking from CSC institute
- Managed Import & Export Operations
- Strong organization and time management skills
- Stock management and data controller
- Inventory management
- Customer service skills

Work Experience

STAR Pumps and pipes Trading LLC. Sharjah
Warehouse in Charge

[May 2024 – present]

- Maintain every day's warehouse inward and outward activities.
- Good Knowledge in Water pumps products and Plumbing products.
- Warehouse stocks and every activity are updated in ERP.
- Warehouse stocks and return stocks are maintained properly on a daily basis.
- As per sales requirements we are delivering stocks on the proper way and proper time.
- Product delivery invoices making.
- Proper Answer to executives and ex warehouse customers.
- Container unloading and from UAE to other countries and local UAE deliveries we are doing.
- Stock Counting and adjustments we are doing every month

RAK Ceramics, PJSC UAE. Ras Al Khaimah
Logistics & Warehouse Executive

[January 2016 –April 2024]

- Knowledge of supply chain management and related fields.
- Every day all warehouses shipments and other activities I reporting to our HOD.
- Experience of SAP & EXCEL and other specialist stock tracking software.
- Maintained store facilities to ensure smooth functioning.
- Controlling all warehouse operation receiving materials as per invoice.
- I monitored all data entries and goods return all warehouse operations in software “SAP”.
- Daily materials scrapping and monthly consumptions.
- Dispatching finished goods by preparing delivery note.
- Giving the work instruction to all stock personnel
- Made arrangements and placed orders for new stock and supplies whenever necessary.
- Responsible for upkeep of various appropriate records of materials received.
- Responsible to answer email & phone calls from sales

Customer Service Representative Data entry operator
Intel Info Tech. India

- Handles all inbound & outbound calls, emails and mail.
- Assisting in sales and placement of technology products orders from companies.
- Take orders from customers & forward it to employee for repairing.
- Handles customers all inquiries and forward to the designated person.

Data entry operator

Met Info. India

- Convert PDF file to word & Html format.
- Arrange the documents accordingly.
- Inserted customers purchase data by inputting text based and numerical information from source documents within the time limits.
- Verifying the errors and perform appropriate correction

Educational Qualification

BSc. Information Technology.
Bharathidasan University - Tiruchirappalli, India.

Personal Details

Date of Birth : 07-04-1991
Nationality : Indian
Marital Status : Married
Languages : English, Hindi, Tamil & Malayalam

I hereby declare that the above furnished by me are true, completed and correct to the best of my knowledge.

Thanking you,
Imran Kan