

MIRZA MOHSIN HOSSAIN

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OBJECTIVES

- ❖ To work in a dynamic and challenging position to add value in my own way to the organization and get experience in a broad spectrum of issue.

PERSONAL SKILLS

- ❖ Willingness to learn.
- ❖ Comprehensive Problem Solving Ability.
- ❖ Excellent Communication Skills.
- ❖ Ability to convince and satisfy customer.
- ❖ Good in Team Work.

DATE OF BIRTH

- ❖ 22nd March 1986

WORKING EXPERIENCE

Company Details:-

- 1) **BAHQAQ TRADING ESTABLISHMENT**
Supplier of Oil & Gas Grounding Equipments & Aviation Parts.
Alkhobar – 31952, (Kingdom of Saudi Arabia)

Job Function: - Sales Coordinator cum Logistic Support.

Working Period:- From 16 October 2009 to 1 December 2011 (Experience: 2 years 1 month 15 days)

Sales Responsibilities:-

- Carry out reception activities and consult customers about sales queries, answer phones and emails regarding customer requisition & orders and updates sales department.
- Preparing Quotations, Sales Orders, Purchase Order, Delivery Order & Invoices.
- Keeping record of all sales and purchase order in system log book, will furnish at any time upon request.
- Coordinating with sales department against customer orders, and updating the status of orders in the system database.
- Updating status of orders to customers after checking with suppliers & purchasing department.
- Regular updates and feedbacks will be taken from the sales personnel to know about the materials that they may come across that are not in stock or low in stock. Accordingly requisitions will be raised for the same
- Operating Saudi Aramco & Saudi Electricity Company vendor portal, (SAP Net Weaver).
- Payment Follow-ups with clients if required.

Logistic Responsibilities:-

- Gathering shipment weight & dimension from supplier and get the best quotes from competitive forwarders and selecting appropriate shipping methods.
- Calculate, account and provide information about the shipment statistics; weight, destination, quantity, type, charge...etc.
- Perform filing and documentation issues as prescribed for them, and provide with vital assistance in keep records and following up status for under-processing shipments.
- Communicate, coordinate, follow up and report about on processing or hold items to be manipulated, delivered to other parties, or provide feedback about status.
- Co-ordinate with the stores to arrange delivery to the client as per the delivery instructions in the purchase order or as per the information passed on by the customer.
- Check and confirmed with customers order material has been delivered on time as per order dates.
- Responsible for maintaining proper record of outgoing and incoming material in stock.
- Maintaining Inventory stock status in the system and notifying purchasing department.

Company Details:-

2) KOLKATA DAIRY PRODUCTS (PVT) LIMITED
Manufacturer of Milk Pouch & Milk Products
Calcutta (India).

Job Function:- Sales Logistic Support cum Warehouse In-charge.

Working Periods:- From 3rd August 2007 to 30 September 2009 (Experience: 2 Years 1 month 27 days)

Responsibilities:-

- Handling customer general queries and forward to sales department, maintain customer profile and orders.
- Registering the order from customer in the order log book and get order confirmation from customer.
- Prepared delivery order, Invoice, maintains accurate inventory records through the use of a computerized inventory system.
- Receives incoming inventory items, logs into warehouse system, and stocks inventory in the proper location. Inspects inventory for defects, scratches or other damage. Notifies Warehouse Manager of problems
- Responsible for quality control. No damaged product is sent out. No damaged raw material is accepted in.
- Checks part numbers and packs inventory items, and loads them onto company vehicles for delivery.
- Maintains working knowledge of warehouse data system and performs various tasks within the system.
- Issue Inventory report, IN/OUT status report, dead stock report, goods age report, consumption report to Logistics Manager.

EDUCATION

- University Graduate.

TECHNICAL QUALIFICATION.

- ❖ 1 Year Diploma in Financial Accounting from Lion Computer Education Centre in 2008-2009.
- ❖ 1 Year Diploma in Software Application from Sterlite Training Institute in 2005.

COMPUTER LITERACY.

Operating System	System Applications and Products in Data Processing (SAP NetWeaver) Windows 98 / 2000 XP & Internet.
Command in Software's	Peachtree (Accounting), MS Office (97, 2000, 2007) & Tally.

PERSONAL DETAILS

Father's Name : Mirza Shujat Hussain
 Marital Status : Single
 Religion : Islam
 Nationality : Indian
 Language Known : English, Hindi, Urdu & Bengali

PASSPORT DETAILS

Passport No : H-2215923
 Place of Issue : Kolkata
 Date of Issue : 06-01-2009
 Date of Expiry : 05-01-2019

Reference:

Name: Syed Abid Raza (Project Manager)
 Contact No. 00968-99276760
 Salman Cooperation,
 Mattra, Muscat, Sultanate of Oman

Mirza Mohsin Hussain

Declaration: The information furnished above is true to the best of my knowledge and belief.