

ASIKA B. HABIB

CONTACT

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-References available upon request.-

LEADERSHIP ATTRIBUTES

Participatory / Hands on leadership style.

Integrity / Persuasive / Determination.

Fair / Ethical / Productive Team Supervisor.

MATERIALS & OPERATIONS

Supplier Selection / Development.

Supply Chain Optimization.

Cost Controls / Budgeting / Forecasting.

Quality & Safety Controls/ Audits.

Materials & Operations Management.

LANGUAGES

*ENGLISH [FLUENT]

*BENGALI [FLUENT]

EDUCATION

Western Governors University – B.S in Software Development In Progress - 2021

ABOUT

Accomplished in developing effective processes and directing complex logistics functions for multimillion-dollar projects.

Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials, and resources. Advanced expertise in reviewing invoices and shipping manifests to ensure full compliance with local customs and international regulations. Track record of identifying redundancies and maximizing resources to streamline operations. Proficient in a variety of logistics and supply management software, both proprietary and commercial.

Areas of Expertise

- Distribution Management
- Quality Assurance
- Inventory Control Processes
- Standards / Procedures Compliance
- Continuous Process Improvement
- Vendor and Staff Relations
- Transportation / Materials Handling
- Training and Leadership

EXPERIENCE

[Logistics IT Coordinator] Innate Industries

2018-present

Monitor security certificates and company compliance of requirements. Offer technical support to company staff and troubleshoot computer problems. Anticipate and report the cost of replacing or updating computer items. Install and update company software and hardware as needed. Engaged in all phases of the software development lifecycle which include: gathering and analyzing user/business system requirements, responding to outages and creating application system models. Participate in design meetings and consult with clients to refine, test and debug programs to meet business needs and interact and sometimes direct third party partners in the achievement of business and technology initiatives.

Key Achievements: Developed, from scratch, the entire inventory and audit staff for a legal CA Metrc start-up 300,000 square foot licensed center. Currently oversee all aspects of inventory and trucking control. Review and analyze planning data for management review and provide guidance and education to direct reports to improve the operation. Accountable for all inventory standard operations and responsible for the management of the inventory and flow of product at the main flagship center.

[Logistics & Operations Manager] Far East American

2016-2018

Directed 20-member team to develop an efficient system to ensure routing for \$25 million in inventory and customer satisfaction. Monitored all transportation operations including, quality controls, to assure transportation services met contract obligations as well as local and national government regulatory required. Served as a transportation, sales, and accounts payable liaison between customers and company. Oversaw dispatching, routing, tracking, and shipping activities to provide safe, prompt, and accurate delivery of transportation equipment. Trained and coached staff on new tracking procedures. Communicated operational needs to senior management.

Key Achievements: Achieved 99.5% average delivery rate on all assignments with no loss of materials or assets. Played an integral role in creating a new automated method for trucking tracking procedures to increase accuracy and accountability.

[Assistant Operations Manager] RadioShack

2012-2015

Collaborated and supported logistics manager in overseeing movement of all equipment and distribution of inventory. Assured proper authorization for all shipments; tracked and monitored cross-border transportation activities. Handled staff scheduling including, sick time and vacation requests. Optimized flow of supplies by developing and operating new and progressive checklists and filing systems.

Key Achievements: Coordinated all marketing, research analysis, and evaluation of competition. Confirmed customer satisfaction by analyzing shipments and proactively identifying potential issues for resolution.

[Operations Representative] AT&T

2010-2012

Prepared documentation and coordinated transport of resources and materials. Marked and labeled inventory, documented, verified, audited, inventoried cargo; and prepared and submitted reports accordingly. Maintained accurate records and managed office correspondence.

Key Achievements: Earned many accolades for quality, and dedication of performance in a rapidly changing, fast-paced environment.