

## Curriculum Vitae

**Muhammad Hussain**

**E-mail: hussain.22jan@gmail.com**

**Mobile: 9990689567**



### **CAREER OBJECTIVE**

Warehouse in-charge with 10+ years of experience in warehouse operations & management. Skilled in logistics, inventory control & safety procedures. Capable of training staff & maintaining a good working environment.

### **WORK EXPERIENCE (In reverse chronological order):**

**Organization: FIBS Logistics**

**(Jan' 2023 To Present)**

**Project: Hindware Limited/ Indiannica Learning Pvt. Ltd.**

**Designation: Operations In-charge WH**

#### **Roles & Responsibilities**

\*Supervise daily warehouse activities, including inventory control, space management, floor productivity and shipping. \*Schedule and oversee warehouse team and manage the flow and quality of work to maximize efficiency and minimize overtime. \*Train and manage the warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals. \*Inspect equipment, tools, and machines regularly, and oversee general maintenance when necessary. \*Meet regularly with warehouse leads to analyse productivity and developed actionable plans for maximum productivity. \*Oversee and manage logistics for transporting products to customers and company facilities, communicating with drivers and air partners to ensure efficient delivery of packages. \*Maintain a safe and healthy work environment by establishing and enforcing standards and procedures

**Organization: Origin Logistics Pvt. Ltd.**

**(Jan' 2012 To Dec'22)**

**Project: Rehau Polymers Pvt. Ltd.**

**Designation: Warehouse In-charge**

#### **Roles & Responsibilities**

\*Responsible for all aspects of warehouse including inventory, loading and shipping. \*Liaise with customers, suppliers and transport companies. \*Direct daily warehouse operations to achieve customer service objectives by ensuring that the shipping plan was completed in a timely and accurate manner. \*Monitor inventory and controls to ensure adequate product supply levels. \*Overseeing the logistic functions and negotiating with transporters for cost effective transport solutions and clearances. \*Monitoring and analysing the loss in transit and undertaking measures to control the same. \*Identified and resolved potential problems in order to avoid a negative scheduling impact. \*Established procedures to ensure that all warehouse personnel understood the requirements of their positions and were capable of achieving success. \*Processed all status inquiry requests between the warehouse and customer service. \*Motivate, organise and encourage teamwork within the workforce to ensure productivity targets are met. \*Preparing daily performance report of warehouse.

<b>Organization: Reliance Industries Ltd.</b>			<b>(Jun' 2010 To Jan'2012)</b>		
<b>Designation: Supervisor cum DEO</b>					
<b>Roles &amp; Responsibilities:</b>					
<ul style="list-style-type: none"> <li>Email vendors on shipment discrepancies.</li> <li>Accurately receive all inbound inventory.</li> <li>Label all inbound inventory to ensure proper stocking.</li> <li>Follow stocking SOP to ensure proper placement and rotation of product.</li> <li>Receiving and stocking all inbound inventory daily within scheduled hours to maintain or improve labour costs.</li> <li>Ensuring inventory is received based on set priority levels.</li> <li>Ensures maximum inventory accuracy and efficiency to ensure shipping dates are achieved.</li> <li>Responsible for making sure that all of the SKU quantities are correct based on the receipt information.</li> </ul>					
<b>SOFTWARE SKILLS:</b>					
<b>Course Name</b>		<b>Name of Institution</b>		<b>Year Of Passing</b>	
Account Assistant's Course		BVB, Cannaught Place		2007	
Office Assistant's Course		BKG, Darya Ganj		2003	
<b>ACADEMIC QUALIFICATION:</b>					
<b>Course Name</b>		<b>Name of Institution</b>		<b>Year of Passing</b>	
School Final(10)		CBSE, DELHI		2001	
Intermediate(10+2)		CBSE, DELHI		2004	
Bachelor of Commerce		Delhi University		2007	
<b>PERSONAL PROFILE:</b>					
<b>Father's Name:</b>		Mohd Imran			
<b>Current Address:</b>		E-324, Jaitpur Extn. Part-II, Badarpur, New Delhi-110044			
<b>Sex:</b>		Male			
<b>Date of Birth:</b>		22/01/1986			
<b>Marital Status</b>		Married			
<b>Hobbies &amp; Interests:</b>		Spending time with Family & Watching Movies			
<b>Reference:</b> Available on Request					