

# Curriculum Vitae



**Meraj Khan**

## **Warehouse Operations & Transportation Expert Having 8+years of experience in Logistic sector with multiple MNCs**

Address: 83 KHIZIRPUR, GHAZIPUR, PIN: 232329, UTTAR PRADESH, INDIA

Mob. -+91 8448823941, 8384069396

Email- [merajmafuj@gmail.com](mailto:merajmafuj@gmail.com)

## **Objective**

**Seek a dynamic & challenging assignment in an organisation of repute to work well and to my best potential.**

## **Synopsis**

- Quick learner with strong organising and execution capabilities.
- Continuously strive for improvement in existing processes.
- Strong planning and organizational skills.

## **Education**

Qualifications	Institute/Board/University	Year	Marks
➤ B.A	Janupur Puranchal (U.P.)	2004	61%
➤ XII <sup>th</sup>	U. P. Board (Allahabad)	1999	50%
➤ X <sup>th</sup>	U. P. Board (Allahabad)	1997	49%

## **Relevant Courses**

- Diploma in Computer Application (DCA)

## **Relevant Skills**

### **Communication:**

- Assured communication skills, both written and oral.
- Confidence in addressing individuals and groups.
- Accustomed to dealing with people involved in stressful situations with confidence

### **IT'S Skills:**

- Expert user of Microsoft Office packages including Excel, Word and PowerPoint
- Adept at using internet search engines for research purposes

## Professional Experiences



- **Windshield Experts Warehouse In charge** Feb 2019 to Jul 2019  
**Company Website:** <https://www.windshielddexperts.com/>

- AIS Windshield Experts is a service brand owned by Shield Autoglass Ltd. Shield Autoglass is promoted by the Labroo family through their investment company M/s Allied Fincap Services Pvt. Ltd. and Autoglass Company Ltd. a subsidiary of the leading automotive glass manufacturer - Asahi Glass Company, Japan. Today, with presence in 80+ in 45+ cities conveniently located service centers and a number of mobile vans, AIS Windshield Experts, an ISO 9001:2015, certified company, holds the distinction of being India's largest automotive glass repair and replacement company

### Job Profile:

- Maintaining total circle of Inbound and Outbound Logistics of the warehouse from Material Receiving, checking, packaging, labelling, binning, and picking, packing and dispatch of material.
- Received shipments and stored goods in warehouse
- Coordinated transfers of materials between several warehouses
- Safely used warehouse equipment and oversee all products leaving the warehouse to ensure accuracy and integrity of shipments
- Inspected and research all discrepancies in inventory and tracking
- Performed weekly analysis to find damages and report the same in MIS
- Coordinating with Transporter to arrange vehicles for on time delivery to Customer.
- To dispatch material as per customer order and review all activities of LOGISTICS.
- Dealing all activity with Transporter for smooth delivery as per lead time/Agreement.
- Responsible for delivering the materials on time and send Advance Shipment Notification (ASN)
- Ensure proper packaging, labelling and storage of material in an adequate location of the part.
- Ensure the order should be dispatched in the particular company policy time frame.
- Manpower Development and mapping their Productivity.



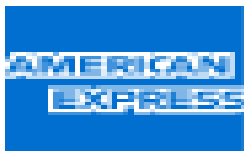
- **Organization Name:** Ericsson India Global Services Pvt. Ltd  
**Company Website:** <https://www.ericsson.com/en>

Ericson founded 140 years ago is one of the leading providers of Information and Communication Technology (ICT) to service providers.

From: 13<sup>th</sup> June 2016 to 14<sup>th</sup> Feb 2019

**Job Profile:**

- Should have good knowledge of NCR location.
- Ensure proper tracking of cabs during pickup and drop.
- Co-ordination with vender supervisors for smooth operation.
- Should be well versed in EXCEL.
- Cab compliance check.
- GPS Tracking and reporting.
- MIS report generation and presentation.
- Grievance handling as and when required coordinate smooth running of transport in respective shifts.
- Monitor cab in time & out time.
- Handle transport Help Desk.
- Ensure safe pickups and drops for female employees.
- Arrange ADHOC pickup & drops.
- Supervise of vehicles / routes / on time and overall fleet management.
- Daily summary on transport report cab utilization report on daily & weekly basis.
- Should effectively manage back to back route.
- Should effectively manage ADHOC.
- Shift-Rotational shift.



- **Organization Name: American Express AEIPL**  
**Website :** <https://www.americanexpress.com/in/>

From: 21<sup>st</sup>Feb 2013 to 15<sup>th</sup> June 2016

**Job Profile:**

- Scheduling & Auditing of Routes for better and cost saving efficient transport.
- Handling calls related to transport queries and resolve issues of the employees.
- Answering individual inquiries at the transport helpdesk.
- Maintaining the weekly & monthly roster for the team.
- Maintaining cab delay details.
- Verification of vehicles both physical & documentation.
- Good knowledge of Odyssey Software: -Online routing, Help desk query etc.
- Taking care of all Admin related works.

- **Organization Name:** Amity University Rajasthan  
From: July 2008 to July 2011  
Job Profile: Personal Assistant at Amity Law School

## Hobbies

- Playing football  
➤ Listening to music  
➤ Travelling

## Personal Details

- Father's Name: Rismaj/Captain (retd.) Aminuddin Khan
- Date of Birth: 15<sup>th</sup> July, 1982.
- Marital Status: Married.
- Gender: Male
- Languages: English, Hindi.

### ➤ Passport Details

- Passport No.: K9885918
- Date of Issue: 21/02/2013
- Date of Expiry: 20/02/2023
- Place of Issue: India
- 

**Place:**

**Date:**

**Meraj Khan**



## **Job Description**

**Position:** Executive / Sr. Executive - Transportation

**Experience:** Min 2 years

**Qualification:** Any Graduate

**Location:** Tapukara (Bhiwadi)

### **Key Skills**

**Overall In- Charge of company bus transportation (40-45 nos. buses operating round the clock):**

- Tracking all the buses / cabs & generate the report as per requirement.
- Coordinating for alternate arrangements in case of buses / cabs not reporting in time during pickup / drop.
- Monitoring and handling issue like routing, helpdesk, compliance and tracking.
- Route Surveys & Mapping.
- Preparation of contract agreement & timely renewal.
- Issue of bus passes and maintaining of computer data.
- Periodical checking and maintenance of vehicles and ensure compliance of all safety aspects.
- Ensuring timely arrival and departure of company transport.

**Overall In-Charge of company owned car provided to Expatriates / Managers &**

**Above;**

- Timely repair & maintenance of company cars.
- Driver allocation and management.
- Conduct periodical drivers training.
- Keeping record of fuel expenses to the tune of.
- Proper arrangements for VIP Visits and coordination.

Date: 9/1/2016

Relieving cum Experience Letter

In accordance with the resignation information/intimation received from you,  
**Meraj Khan** working as **Transport Executive, from 10/1/2014 to 6/10/2016**  
**(Emp. Code - 100271529)** deputed at **American Express India Pvt. Ltd.** and  
subsequent acceptance of the same, you are hereby relieved from your service on  
the closing of Business hours

We wish success in all your future endeavors and hope that you turn out to be an  
asset to your future employer.

For Manpower Group Services India Pvt. Ltd,



Authorized signatory



Date: 7 Nov 2014

**EXPERIENCE CERTIFICATE**

**TO WHOMSOEVER IT MAY CONCERN**

Employee No.: 629772

This is to certify that Mr. MERAJ KHAN was employed with TeamLease Services Pvt Ltd from 21 Feb 2013 to 30 Sep 2014 and his designation was Transport Executive. He was deputed to American Express India Pvt Ltd during this period.

He was conscientious and committed to his work during his tenure with us.

We wish him very best in all his future assignments.

Yours Sincerely,  
For TeamLease Services Pvt Ltd

**Shihabudin M Abdulkhader**  
(Authorized Signatory)

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Doc ID : TL/2BA1C3451D

**TeamLease Services Pvt. Ltd.,**  
BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.  
Ph : (91-80) 33002345, Fax : (91-80) 33243001 [www.teamlease.com](http://www.teamlease.com)





# AMITY UNIVERSITY

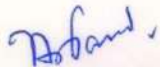
## RAJASTHAN

Kant Kalwar, NH-11C,  
Jaipur (Rajasthan) 303002  
Tel. : 01426-283621/283835  
Fax : 01426-283836  
Date: 20.06.2012

### TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr. Meraj Khan** has worked as **Data Entry Operator** from **03.07.2010 to 20.06.2012** in Amity Law School at Amity University Rajasthan.

His performance was good during the period of his employment at this University.

  
(V.K.Pande)  
Registrar





To Whom It May Concern

27 Aug, 2019  
Mr. Meraj Khan  
Employee Id N8009

This is to certify that **Mr. Meraj Khan** has worked with **Superwell Services Pvt. Ltd.** from **13-Jun-16 to 15-Feb-19**. The last held designation of the employee was **"Transport Executive"** and He was deputed at M/s Ericsson India Pvt. Ltd.

We wish him all the best in his future endeavor.

Yours Sincerely,

For SUPERWELL SERVICES PVT. LTD.

Authorized Signatory  
AUTHORISED SIGNATORY

# UNIQUE COMMERCIAL INSTITUTE

REGISTRATION NO. 129



GHAZIPUR (U.P.)  
GOVT REGD

Enrolment No. 61/231

This is to Certify that ~~Mrs~~ / Mr. / ~~Mrs~~ **MERAJ KHAN**

Son / Daughter / Wife of **AMINUDDIN KHAN** is successfully

Completed the Course/Courses of **HINDI / ENGLISH** Typewriting

in the month of **NOVEMBER 1999** The speed of --

**HINDI TYPING / SHORT HAND** **NIL** ... **WORDS PER MINUTE**

**ENGLISH TYPING / SHORT HAND** **35** ... **WORDS PER MINUTE.**

He is sincere and deligent student. He bears a good moral character.

We hope a bright future prospects in his life.

Remark

Date **28 DEC 1999**

Seal



*(M. Kamaluddin)*  
**Principal**  
Unique Commercial Institute  
Ghaziipur

(This Certificate valid after the signature of Principal & Institution seal)



हाई स्कूल परीक्षा-अंक पत्र **1867694**

0261/5503642

माध्यमिक शिक्षा परिषद उत्तर प्रदेश, द्वारा संचालित वर्ष १९९७ की हाई स्कूल परीक्षा में निम्नलिखित परीक्षार्थी द्वारा प्राप्त अंकों का विवरण :

अनुक्रमांक	परीक्षार्थी का नाम	जन्मतिथि	क्रमांक
1322883	MERAJ KHAN	15/07/82	5500166
विद्यालय/केन्द्र का नाम		परीक्षा प्रवर्ग,	संस्था/व्यक्ति
S K I C ZAMANIA GHAZIPUR		FULL EXAM	REGULAR

विषय	अधिकतम अंक	प्रश्न-पत्रवार प्राप्तांक	योग	सम्पूर्ण योग एवं परीक्षा फल
HINDI	100	1/12 2/13 3/12	037	277
ENGLISH	100	1/25 2/37	062	PASSED
MATHEMATICS TWO	100	1/19 2/24	042	SECOND DV
SCIENCE TWO	100	1/24 2/13 37 P/12	049	
SOCIAL SCIENCE	100	1/27 2/21	048	CAT ME-A
BIOLOGY	100	1/13 2/11 24 P/15	039	

जांचकर्ता के हस्ताक्षर

दिनांक

नोट-आवश्यक सूचना पीछे मुद्रित है।

प्रधानाचार्य

के हस्ताक्षर

मुहर



की हस्ताक्षर एवं मुहर  
अमानिया, ग. जीपुर (उ. प्र.)



1017088

अनुक्रमांक

55/026/5502570

1322883

माध्यमिक शिक्षा परिषद्, उत्तर प्रदेश  
बोर्ड ऑफ हाईस्कूल एण्ड इंटरमीडिएट एजुकेशन, यूपी



HSIBUP-1997

हाई स्कूल परीक्षा, १९९७

प्रमाणित किया जाता है कि परिषद् के अभिलेखानुसार

MERAJ KHAN

आत्मज श्री

AMINUDDIN KHAN

ने जिनकी जन्मतिथि

15TH JULY NINETEEN HUNDRED EIGHTY TWO (15-07-82)

है, मार्च/अप्रैल १९९७ की हाईस्कूल परीक्षा निम्नलिखित विवरण के अनुसार उत्तीर्ण की है -

1-HINDI

2-ENGLISH

3-MATHEMATICS TWO

4-SCIENCE TWO

5-SOCIAL SCIENCE

6-BIOLOGY

CATEGORY OF MORAL EDUCATION-A

उत्तीर्ण श्रेणी

SECOND

विद्यालय/केन्द्र

S K I C ZAMANIA GHAZIPUR

प्रमाण पत्र क्रमांक

इलाहाबाद

दिनांक

5500069

REGULAR

10TH JUNE, 1997.

'D' का अर्थ सम्बन्धित विषय में 'विशेष योग्यता' है।  
'HONOURS' का अर्थ 'सम्मान सहित उत्तीर्ण' है।  
टीप-विषय का पूर्ण विवरण पृष्ठ भाग पर अंकित है।

(दिनेश चन्द्र कनौजिया)

सचिव

6  
34964  
97



इन्टरमीडिएट परीक्षा-अंक पत्र

0561344

माध्यमिक शिक्षा परिषद् उत्तर प्रदेश, द्वारा संचालित वर्ष २००० की इन्टरमीडिएट परीक्षा में निम्नलिखित परीक्षार्थी द्वारा प्राप्त अंकों का विवरण :

अनुक्रमांक

परीक्षार्थी का नाम

वर्ग

क्रमांक

0664540

MERAJ KHAN

B1

I89/012720

विद्यालय/केन्द्र का नाम

परीक्षा प्रवर्ग,

संस्था/व्यक्ति

DR B R A I C MANDRA JAKHANIYAN GHAZIPUR

FULL EXAM

REGULAR

विषय	अधिकतम अंक	प्रश्न-पत्रवार प्राप्तांक				योग	सम्पूर्ण योग एवं परीक्षा फल
GENERAL HINDI	100	1/14	2/24	3/15		053	209/500
ENGLISH	100	1/26	2/23			049	PASSED
PHYSICS	100	1/15	2/10	025	P/11	036	THIRD DIV
CHEMISTRY	100	1/07	2/13	020	P/09	029	WITH GRACE
BIOLOGY	100	1/18	2/14	032	P/10	042	

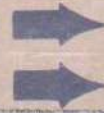
जांचकर्ता के हस्ताक्षर

दिनांक

नोट - आवश्यक सूचना पीछे मुद्रित है

*(Signature)*

प्रधानाचार्य के हस्ताक्षर



प्रधानाचार्य

डा० बी० आर० अम्बेडकर ह० का०

मंदरा, जखनियां - गाजीपुर



400090

87/111/0178

अनुक्रमांक

0664346

# माध्यमिक शिक्षा परिषद्, उत्तर प्रदेश

बोर्ड आफ हाई स्कूल एंड इंटरमीडिएट एजुकेशन यू.पी.



HSIBUP-2000

## इंटरमीडिएट परीक्षा, २०००

प्रमाणित किया जाता है कि परिषद् के अभिलेखानुसार

MERAJ KHAN

आत्मज/आत्मजा श्रीमती

TABEEBUN NESHA

एवं श्री

AMINUDDIN KHAN

ने वर्ष २००० की

इंटरमीडिएट परीक्षा निम्नलिखित विवरण के अनुसार उत्तीर्ण की है -

1-GENERAL HINDI

2-ENGLISH

3-PHYSICS

4-CHEMISTRY

5-BIOLOGY

उत्तीर्ण श्रेणी

THIRD

विद्यालय/केन्द्र

DR B R A I C MANDRA JAKHANIYAN GHAZIPUR

प्रमाण पत्र क्रमांक

इलाहाबाद

दिनांक

I147877

REGULAR

24/06/2000

(अचला खन्ना)

सचिव

'D' का अर्थ सम्बन्धित विषय में 'विशेष योग्यता' है।  
'HONOURS' का अर्थ 'सम्मान सहित उत्तीर्ण' है।  
टीप-विषय का पूर्ण विवरण पृष्ठ भाग पर अंकित है।



**\* V.B.S. PURVANCHAL UNIVERSITY, JAUNPUR \***



251999

< \* Statement of Marks \* >

B.A.Part-I, 2001

(REGULAR)

Examination :

Name : MERAJ KHAN

Roll No. : 162033

Father's Name : AMINUDDIN KHAN

Enrol. No. : PU2000/54665

College/Centre : SHRI RAJ KISHOR SINGH MAHAVIDYALAYA, BARUIN (GHAZIPUR)

**SL. SUBJECTS**

**MARKS OBTAINED**

	Theory			Total	Practical/ Viva	Sub.Total
	1st	IIInd	IIIrd			
1. SOCIOLOGY	55/100	38/100		093		093/200
2. POLITICAL SCIENCE	42/100	45/100		087		087/200
3. ANC.HISTORY	49/100	41/100		090		090/200

RESULT: Passed

Total: 270/600

DATE: 20/08/2001

प्राचार्य  
20.8.2001

राजकिशोर सिंह महाविद्यालय  
बरहैन, जमानिया - गाजीपुर

PRINCIPAL

REGISTRAR





# वीर बहादुर सिंह पूर्वांचल विश्वविद्यालय, जौनपुर

113652

संस्थागत  
अनुक्रमांक : 398746

परीक्षा : बी0 ए0 द्वितीय वर्ष -2002

नाम : मेराज खान

पिता/पति का नाम : अमीनुद्दीन

महाविद्यालय का नाम : राज किशोर सिंह महाविद्यालय बरुईन, जमनियां गाजीपुर

क्रम सं.	विषय	सैद्धान्तिक		प्राक्षांक		प्रयोगात्मक / मौखिक	विषय योग
		प्रथम	द्वितीय	तृतीय	योग		
1:	समाज शास्त्र	49 /100	54 /100		103 /200		103/200
2:	राजनीति शास्त्र	60 /100	40 /100		100 /200		100/200
3:	प्राचीन इतिहास	52 /100	37 /100		89 /200		89/200
Two Hundred Ninety Two							
योग							292/600
पूर्व का योग							270 /600
सम्पूर्ण योग							562/1200

परीक्षाफल : उत्तीर्ण

दिनांक : Aug 09, 2002

प्राचार्य,

राजकिशोर सिंह बहुविद्यालय  
बरुईन, जमनियां (गाजीपुर)

प्राचार्य

कुल सचिव





वीर बहादुर सिंह  
पूर्वांचल विश्वविद्यालय, जौनपुर

अंक विवरण

परीक्षा : बी० ए० तृतीय वर्ष - 2004

संस्थागत

अनुक्रमांक : 485429

नाम : मेरोज खान

पिता/पति का नाम : अमीनुद्दीन खान

महाविद्यालय का नाम : राज किशोर सिंह महाविद्यालय बरहइन, जमानियाँ गाजीपुर

नामांकन संख्या :

क्रम सं.	विषय	प्रास्ताविक				योग	कुल योग	
		सैद्धान्तिक	प्रथम	द्वितीय	तृतीय			चतुर्थ
1:	राजनीति शास्त्र	39	100	39	100	56	100	134/300
2:	प्राचीन इतिहास	46	100	49	100	44	100	139/300
योग							273/600	
बी० ए० भाग एक एवं भाग दो का योग							562 /1200	
सम्पूर्ण योग							835/1800	

Eight Hundred Thirty Five

Eight Hundred Thirty Five

परीक्षाफल : उत्तीर्ण

द्वितीय

दिनांक : 10/07/2004

जाचकर्ता : 1.

2.

प्राचार्य,  
राजकिशोर प्रौढविद्यालय  
बरहइन, जमानियाँ (गाजीपुर)

परीक्षक

[illegible]

BY ORDER OF THE PRESIDENT  
OF THE REPUBLIC OF INDIA

RDhawan  
रेनु धावान  
RENU DHAWAN  
Qualifies / Superintendent  
आपातकालीन, अचानक  
Massort Office, Lucknow

என்பு / Type
--------------

देश कोड / Country Code

પાસપોર્ટ નં. / Passport No.

P

IND

K9885918

उपनाम / Surname  
**KHAN**

दिखा गया नाम / Given Name(s)

**MERA J**

eratum / Nationality

118 / Sox

જન્મતારીખ / Date of Birth

## INDIAN

जन्म स्थान / Place of Birth  
**GHAZIPUR, UTTAR PRADESH**

जारी करने का स्थान / Place of issue

LUCKNOW

मार्गदर्शक की तिथि / Date of Issue	समाप्ति की तिथि / Date of Expiry
------------------------------------	----------------------------------

21/02/2013

20/02/2023

P<INDKHAN<<MERAJ<<<<<<<<<<<<<<<<<<<<<<<<<<<<  
K9885918<6IND8207159M2302203<<<<<<<<<<<<<<<<0



नियंत्रण  
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#### REGISTRATION

INDIAN CITIZENS RESIDENT ABROAD ARE ADVISED TO REGISTER

#### CAUTION

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INDIA AND IT IS NOT TO BE LOANED, SOLD, TRANSFERRED, OR

REPRODUCED IN ANY MANNER. IT IS NOT TO BE USED FOR

ANY OTHER PURPOSE THAN THAT FOR WHICH IT WAS ISSUED.

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पिता / कायस्थ अधिकारी का नाम / Name of Father / Legal Guardian

AMINUDDIN KHAN

माता का नाम / Name of Mother

TABBIBUN NISHA

पति या पत्नी का नाम / Name of Spouse

ROSHAN JAHAN

वस / Address

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KHIZIRPUR, GHAZIPUR

PIN: 232329, UTTAR PRADESH, INDIA

पुराने पासपोर्ट का नं. और उसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

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