

## **CURRICULUM VITAE**

### **MOHAMMED MUQTHAR**

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***Seeking good assignments in Logistics field/ Distribution /administration with a growth-oriented organisation***

#### **PROFESSIONAL SYNOPSIS**

- ✓ A dynamic professional with **over Four years** of rich experience in Logistics, BPO, Admin, and Man Management.

#### **ORGANISATIONAL EXPERIENCE**

**Customer Relation officer,  
Altruist Technologies PVT, LTD, Hyderabad, India**

**2020 to 2021**

##### **Responsibilities Includes:**

- ✓ On call Marketing for Credit cards, Monthly Emi cards and personal loans,
- ✓ Dealing with customers on inbound and outbound calls,
- ✓ To assist the Customers on understand the benefits of company products.
- ✓ To provide training in all aspects of the application software and special modules for new and existing employees in Organization.
- ✓ Helping line managers and trainers solve specific problems, either on a one-to-one basis or in groups.
- ✓ Maintaining the record of daily calls for the purpose of quality check.
- ✓ Managing the team in the absence of line manager. Helping colleagues to achieve the given target.
- ✓ Per hourly updating of the staff productivity report.

**Senior Executive,  
Mahindr Logistics, Hyderabad, India**

**2019 to 2020**

##### **Responsibilities Includes:-**

- ✓ Inbound, Receiving, put away, Out Bound, Picking, Dispatching,
- ✓ Support All Functions within the RDC/Warehouse and fulfilment process on A Day To Day Basis
- ✓ Ensure all the stock need to be dispatch to the customer within 24hrs of generating the order
- ✓ Liaise With Customer Service on Quality Issues Which Effect Warehouse Performance Goals
- ✓ Update Warehouse Manager on All Current Issues within the Warehouse on A Daily Basis
- ✓ Troubleshoot Warehouse Users Problems and Resolving Them
- ✓ Ensuring That All Processes Are Being Carried Out Correctly, and Dealing With Problems and Issue As They Arise
- ✓ Responsible for making shipment arrangement as per customer's requirements

**Cashier cum customer relation executive,  
Al – Qababh Restaurant, Dubai, U.A.E,**

**2018 to 2019**

##### **Responsibilities Includes:**

- ✓ Updating of daily Selling and Purchasing tracker and sending by email to Respective person,
- ✓ Collecting cash from customers,
- ✓ Attending customer calls to get Orders for Homer Delivery.
- ✓ Responsible to deliver food to the right place at right time,
- ✓ Trend Analysis report on weekly basis.
- ✓ Every two hour updating the cash on hand report to the Respective person.
- ✓ Responsible to maintain Hygiene and health & safety working environment.
- ✓ Generating Orders required for next day production.

### QUALIFICATIONS

- ✓ Intermediate from Dandathirtha pre-university college Kaup, Karnataka holding with Commerce (Stats, accounts, Business, Economics).
- ✓ SSC from Dandathirtha high School Kaup, Karnataka.

### COMPUTER SKILLS

#### PC Skills

##### Software

Operating System : Windows 98, 2000.XP

Office Management : MS-Office 2007

### PERSONAL DETAILS

Date of Birth : 20 December 1997 (23 years)

Address : Hyderabad, Telangana India

Marital Status : Single

Language knows : English, Arabic, Telugu, Hindi, Kannada, Tulu,

Passport Details : R9490963

**Hereby, I promise that, all above Information are true, and I am ready to work in your company according to the company's rules and regulations, and I promise that, I will try my level best for the success of the company.**

Yours Truly,

**(Mohamed Muqthar)**

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