

CURRICULUM VITAE

Mohammad Shahazaib Khan

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Objective:

Seek as opportunity with an organization of repute my experience is Administrator could be utilized to the best advantage of the organization and which opportunities exist for career growth and diversified responsibilities.

Work Experience :

- Telenor Pakistan call center 3years as a CSC.
- Karachi University 6 years computer science Dept. as a office Assistant.
- Century Garment Company as a store in charge 2 years.
- Presently working In TIFFANY FOOD LTD in Sharjah UAE as a Warehouse Supervisor (since2016).

Academic Qualification :

- ✓ Secondary school certificate section (2003).
- ✓ H.S.E (Higher Secondary School Certificate) Arts (2005)
- ✓ B.A University of Karachi (2010)

Courses:

- Microsoft office (Ministry of information of Technology)
- Pakistan computer bureau
- Food course in Municipality - UAE
- Safety trained Emergency First aid.

Job Responsibilities:

- ❖ Maintaining the stock in SAGE ORACLE without any variance by conducting stock certification & Documentation as per Factory act regulations.
- ❖ Maintaining of the ware house taking care of order receiving execution & purchase order approval.
- ❖ Coordinating incoming & outgoing material with maintaining back office record & MIS& ensuring timely collection & delivery of components from supplier
- ❖ Supervising a warehouse of 32000cbm capacity in loop with WMS.
- ❖ Planning scheduling & executing incoming & outgoing shipment/deliveries
- ❖ Monitor stock level & truck movement
- ❖ Create advance shipping Notices (GRN,S)
- ❖ Update (GRN,S) on arrival of the containers to the warehouse with the bin
- ❖ Location Movable units & quantity received. On completion, dept. which will detail any shortage/excess or damages to the stock received
- ❖ Monitoring & ensuring daily material issue to the production dept. are met as per the work order requirement.
- ❖ Arranging materials picking for the manufacturing requirements & dispatches on daily
- ❖ Basic & ensure the daily picking targets are met as per the operation standards.

Other skills & Abilities :

- Excellent expose in windows operating system MS Excel, MS Word, Outlook, SAG, Brio, BAN, ORACLE & internet with high speed typing.
- Used several & WMS related software
- Installation win98, winXP unlimited, Win Vista & troubleshooting.
- Installing any type of operating software.
- Trained staffs in handling R/F & Scanners Operating
- Creative thinker quick learner
- A team player with the ability to work under pressure.

Personal Information :

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|----------------|-------------------|
| Date of birth | : 10/11/1983 |
| Gender | : Male |
| Religion | : Muslim |
| Marital Status | : Married |
| Nationality | : Pakistan |
| Visa Status | : Employment Visa |

Language :

- ❖ English
- ❖ Urdu
- ❖ Arabic

Passport Details :

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|----------------|--------------|
| Passport No | : JX4135141 |
| Date of issue | : 10/12/2015 |
| Date of Expiry | : 09/12/2025 |
| Place of issue | : Pakistan |

Declaration :

In the view of mentioned if am given a chance your esteemed organization, I will discharge my duties to the entire satisfaction of my superiors in all respects. Waiting for your kind consideration

Mohammad Shahazaib Khan