**MASNA MOMIN**

**Contact Number:** + (91) 960 4407 693

**Email:** mushtaquemomin4@gmail.com

**EXECUTIVE PROFILE**

Accomplished and energetic Warehouse Executive with 5+ years of experience, a solid history of achievement. The motivated leader with strong organizational and prioritization abilities. Areas of expertise include fast­paced environments, employee service, team building, and troubleshooting.

Skilled in Microsoft Word, Management, Inventory Management, Leadership, and advanced Microsoft Excel. Strong operations professional with a Master of Management Studies focused in Operation Management from University of Mumbai.

**SKILLS SUMMARY**

* SAP
* Oracle
* Team Collaboration
* Problem Solving
* Advanced MS OFFICE
* Warehouse Management System
* Team Leader
* Shipping & Receiving
* Risk Management
* Inventory Management
* WMS

**CAREER PROGRESSION**

**Future Supply Chain (**www.[**futuresupplychains**](https://www.futuresupplychains.com/)**.com**) **– BHIWANDI, INDIA**

Warehouse Executive (Sep 2019 – Present)

**Key Responsibilities:**

* Leading Packing & Dispatch Team over 50 staff 3PL.
* Assigning task to picking team as per targets.
* Team Monitoring & controlling activities in regards with picking & packing on hourly basis prouctivity.
* Coordination’s with customers & transporters.
* Resolving customer's queries on daily basis.
* Looking after emergency orders on SAP Software.
* Packed material invoicing on SAP software.
* Looking after dispatch process and continue follow up till order gets dispatched.
* Participate in regular inventory and cycle counts
* Maintain neat, clean and orderly work area and assisting in maintaining the security and safety of the warehouse.
* Minimizing risk of short fall on inventory to save company loss and debits from clients side.
* Trying to save company cost with optimum utilization of manpower.
* Training Manpower to work in different area of operation.
* Making reports of daily picking, packing and dispatch done in WMS, SAP and Warehouse.
* Maintain MIS.

**Delhivery Private Limited (**[**www.delhivery.com**](http://www.delhivery.com)**) – BHIWANDI, INDIA**

Warehouse Executive (Sep 2018 – June 2019)

**Key Responsibilities:**

* **{B2C} Operations Responsibilities**
* **Outward Responsibilities -**
	+ Planning for Daily Order Allocated Target.
	+ Calculating IPP against order allocation.
	+ Briefing of GCs (Manpower Team) with Motivation & Appreciation on daily Basis to achieve Order Target.
	+ Assigning Task as per planned Target to All departments.
	+ Analyzing Hour wise performance against order allocated.
* **Inward Responsibilities - (48Hrs TAT)**
	+ Checking All the Documents Before In warding
	+ Quality Check.
	+ Assigning Required Manpower to inwarding the Goods.
	+ Follow-up from leading person about the task & focusing on extra inward receiving error.
	+ Clear All Inward Hygiene.
* **R.T.O / R.V.O - (48Hrs TAT)**

Leading Return to Origin, Return to vendor origin Process.

* **Report Making**
	+ Inward Report.
	+ Hour wise Performance Report.
	+ Daily Task (Completed/Pending) Report.
	+ R.T.O Report.
* **{B2B} Operations Responsibilities**
	+ INBOUND- TAT 72 HOURS
	+ Planning For inwarding goods as per projection
	+ Setting Target As per Workload PPP Within TAT.
	+ Planning of manpower for operation.
	+ Aligning & Shuffling team as per requirement of Workload & get work done.
	+ Focusing For Saving Manpower costing.
	+ Handling Customer Queries and resolving.
	+ Making Performance and Inward Reports on Daily basis.

**Express Roadways Pvt. Ltd. (**[**www.expressroadways.in**](http://www.expressroadways.in)**) – BHIWANDI, INDIA**

Booking In Charge (Jan 2016 – Aug 2018)

**Key Responsibilities:**

* Support to Operation Team.
* To check all documents of dispatch.
* Invoicing of dispatch in SAP.
* Managing packing according to dispatch plan.
* Solving queries of customers.
* Coordination of defective material.
* Daily Reports - DDR, DSR, DWPR

**EDUCATION**

**2012 – 2014** Master of Management Studies

**2009 – 2012** Bachelor of Management Studies

**PERSONAL DETAILS**

**LinkedIn:** [www.linkedin.com/in/masna-momin-439773201/](https://www.linkedin.com/in/masna-momin-439773201/)

**Nationality:** Indian

**Marital Status:** Married

**Languages Known:** English, Hindi and Arabic (Speak)