

Curriculum – Vitae

Zishan Ahmad

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My Carrier Objective:-

Dedicated Supply chain professional specializing in, vendor relation and inventory management. Logistic coordination, Organize and proactive with remarkable project management communication and planning abilities. Exceptional leader skilled of reducing cost and increasing company efficiency

Educational Qualification:-

- B.Com Passed in 2011 from University of Delhi.
- Intermediate Passed in 2006 from B.I.E.C. Patna.
- Metric Passed in 2004 from B.S.E.B. Patna.

Professional Qualification:-

- 06 (Six) Months Diploma in D.F.A. from Savant Infocomm Ltd. New Delhi.
- Operating: MS-Office, Advance Excel, Internet, Access, Oracle NetSuit.SAP business one,

Skills and qualification:-

- Procurement Expertise
- Excellent verbal/Written Communication skill
- Contract Negotiation
- Vendor Sourcing
- Document Preparation
- Strategic Planning
- Operations Management
- Financial Accounts Understanding
- Logistic Management
- Warehousing Management
- Inventory Management

Personal Strength:-

- Communication Skills.
- Hardworking, Sincerity and Honesty.
- Willingness to learn new things.
- Strategic thinking.
- Inspiring.
- Confident.
- Adaptable

Work history :-

Name of the Organization	:	ColdEx Logistic Pvt Ltd(3PL)
Designation	:	Supply chain- Inventory (Rebel foods Cloud Kitchen)
Industry	:	Food and Beverages
Period	:	22ndFeb, 2021 to Till Now
Location	:	Kundli , HR,NCR, Delhi

- liaise with customers, suppliers and transport companies
- Managing whole supply chain activities for client Rebel foods as 3PL.
- Inventory solution as per there requirement
- Inventory Planning As per ADC and DOI.
- Handling warehouse inward and outward activities.
- Handling GRN and Seles order to tax invoicing process in SAP B1.
- Put away and FIFO implementation.
- Handling daily cycle count activities.

- Manpower roaster and training.
- Handling frozen, ambient and chilled material storage activities.
- Providing all end logistics solutions to all stores and stock movement to several DC's across India(e.g Delhi, Mumbai,Banglore, etc)
- Managing more than 50 cloud kitchens supply and company has planned to open 750+ cloud kitchens across India.
- Insuring and monitoring for short supplies and providing them solution on it.
- Checking daily inventory and open PO's status for purchase Planning.
- Working with existing vendors and making new vendors.
- Dealing with Vista foods,Godrej Tyson,Cargill,neo foods,Nippon ,Djs,Tasty bite&Veeba foods etc.
- GRN and invoice reconciliation and converting GRN to AP and coordinating for vendors payments.
- DC visit to check stock condition and Physical audit.
- Managing all client and vendor's account issues (debit and credit issues)
- Coordinating with vendors on SKU's and case size matters.
- Sales date reconciliation with ledger provide by finance.
- Managing payment reconciliation activities for account receivable.
- Managing client queries in inventory sales register and inventory and data resources.
- Managing inventories queries from dc and getting per day stock cycle from them.
- Maintaining inventory aging and enforcing FIFO.
- Providing report (daily tracker, fill rate, OTD and case per pallet) to management and sharing the same PPT with client.
- Month closer with billing and payment with client.
- Maintaining food safety with food quality team.
- Co coordinating with transport for monthly route plan.
- Endorsed G-TRC and data logger to monitor transporter activities.

Name of the Organisation : United Franchises company Limited.
Designation : Purchasing Cum Inventory Manager
Industry : Food and Beverages
Period : 10thJune, 2017 to March 2020(Covid-19 Effect)
Location : Madinah Al Manawwarah, KSA

- liaise with customers, suppliers and transport companies
- Managing whole supply chain activities for our chain of restaurants(fast food, Casual dinning , safoods)
- Inventory solution as per there requirement
- Handling warehouse inward and outward activities.
- Handing GRN and Seles order to tax invoicing process in SAP B1.
- Put away and FIFO implementation.
- Handling daily cycle count activities.
- Manpower roaster and training.
- Making new vendors and bidding for best price to achieve food cost.
- Price analysis work.
- Documentation with suppliers (E.g Agreement ,chamber and legal entity).
- Dealing with Major FMCG, Food beverages Utility ,hygiene,Equipement and General suppliers.
- Checking physically warehouse condition (temperature control,FIFO,and material status).
- Checking freezer and chiller according to respective goods and store accordingly.
- Proper Storage and distribution skill for relevant Food Items(such As grocery, Dairy, Fries Potatos, Breads, Cheese, Fresh juice fresh vegetables Poultry and Meat items Etc)
- Logistic coordination for relevant items carrying to the different location with freezer truck and Freezer Shipment Containers.
- Proper receiving and dispatching of products knowledge in using Channel softwares
- Prepare Order as per consumption and sales forecast
- Prepare Payment as per contract.
- Prepare Purchase order and send copies to suppliers and warehouse and to department organizing request.
- Co coordinating with CEO/Operation manager and providing service as per requirement.
- Managing and Shipping order to all branches.
- Determine Inventory quantities and make sure stocks are sufficient as per ADC and DOI.
- Respond to customers and Vendors about order status changes or cancellation.
- Contact suppliers/Vendors in order to schedule or expedite deliveries and resolve shortage missed or late deliveries and other problems.
- Compare price specification and delivery date in order to determine the bid among potential suppliers.
- Three ways matching of PO, GRN and invoice.
- Inquiries to follow up customer for payment and collection.
- Tracking payment overdue aging period.
- Planning for distribution of goods among other branch located in other cities.
- Supervise as necessary Clerical data entry staff involved in transmitting all warehouse documentation

Name of the Organisation : Makkah Household Utensil Mfg. Co.

Designation : Purchase Secretary
Industry : Utensil and Household mfg.
Period : 10thMay, 2016 to October 2016.
Location : Makkah Mukarrmah, KSA

Assuming all the task for importing household material and catering materials such as : coated and non-coated aluminium circle sheet household utensils HDF,Kitchen and housewares equipment. Electronic home appliances, artificial commodities.

❖ **International:-**

- Dealing with most of the biggest worldwide market i.e. Germany, UK,
- France,China,Italy,turkey Korea and India.
- Handling various type of correspondences (email, fax-phone meeting).
- Issue/palace new purchase orders with foreign suppliers.
- Handle negotiations with suppliers for better prices terms of payment and delivery.
- Revise and inspect for import shipping documents to make sure it is correct to avoid any
- problems in bank and customs.
- Follow up logistic procedure to update it with foreign suppliers.
- Followup purchasing schedules to report import shipping status and cost upon shipping
- done.
- Monitor payment for foreign suppliers.
- Research different foreign rates from several shipping line and freight forwarders .
- Contact everyday with foreign suppliers by email and telephones.
- Maintain good overall relations with suppliers.
- Responsible for the purchase inventory, QC and negotiated price.

Local purchase:-

- Isuring all purchase works as per requirement making PO as per procurement request
- from various department request such as packing material ,
- Maintenance,Plumbing,oil,machinery spare parts, chemicals etc.
- Maintaining Inventory.
- Receiving in system and issue to sub ledger.
- All type of local purchase.
- Maintaining files
- Making good relation from suppliers.
- Searching for more suppliers to achieve target price.

Personal Details:-

Name : Zishan Ahmad
Passport No. : L2360251
Father's Name : Late-Mohammad Zeyauddin
Date of Birth / Place : 04thDecember, 1989 / Chaurav, Bihar
Marital Status : Married.
Languages known : English,Arabic&Hindi

Declaration:-

I do hereby declare that all information are true & correct to the best of my knowledge and belief. I hope you will consider my C.V and call me for interview with the delegate and prove my worthiness and capability. I shall be ever grateful to you my whole life.

Date:/...../.....

Signature