

WAJEED AKBAR SARGUROH

Mobile: +91 8451997301

Email: wajidakbark@gmail.com

Total Experience: 2.6 Years

Date of Birth: 12-jan-1994

Professional Summary:

Experienced professional skilled in **warehouse operations**. Expertise in **order processing, dispatch handling, inventory management, and generating essential documentation**. Proficient in **scanning, editing, and uploading POD, as well as generating E-way bills and MIS**. Strong attention to detail and proactive approach for efficient operations.

Experience:

DHL Supply Chain Pvt. Ltd

Data Entry & Warehouse Operations Associate: 2.1 years

April-2021 To May-2023

- Expertly handles order processing in the Warehouse Management System (WMS).
- Efficiently creates refusals and reverses for necessary transactions.
- Skillfully manages both B2B and B2C dispatches.
- Takes charge of Goods Receipt Note (GRN) procedures for incoming shipments.
- Conducts regular physical and system inventory checks on a weekly basis.
- Proficiently generates E-way bills and MIS as required.
- Demonstrates proficiency in scanning, editing, and uploading Proof of Delivery (POD) documents.

Trent hypermarket Pvt It

Sales Associate: 6 Months

October-2019 To March-2020

- Provide exceptional customer service by assisting customers in selecting products that meet their needs.
- Generate point-of-purchase (POP) displays and barcodes for products.
- Maintain a safe and secure environment by promptly alerting management of potential security issues.

Personal Info:

Gender: Male

Marital Status: Single

Nationality: Indian

Hobbies: Playing Cricket

Address : Zubaida Park, B1/202, Behind Shimla Park, Mumbai-Pune Road, Kausa- Mumbra, Thane 400612.

Education:

Bachelor of Commerce (T.Y.B.com)

March 2017- Mumbai University-51%

H.S.C : Maharashtra State Board

Year: Feb-2014 | Percent: 55%

S.S.C: Maharashtra State Board

Year: March-2012 | Percent: 60%

Technical Skills:

- Expertise in order processing within the Warehouse Management System.
- Understanding and using basic functions such as SUM, AVERAGE, COUNT, MIN, MAX, IF, VLOOKUP, HLOOKUP, INDEX, MATCH, etc., to perform calculations and manipulate data.
- Creating PivotTables to summarize and analyze large datasets, and using Pivot Charts to visually represent the data in various chart formats.
- Importing data from external sources, such as databases or text files, and exporting data to other formats like CSV (Comma Separated Values) or PDF.
- Expertise in Using logical functions like IF, AND, OR, NOT to perform calculations and make decisions based on specified conditions.

Languages Known:

English | Hindi | Marathi | Urdu