



IRFAN MOHAMMED

CONTACT

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SKILLS

- Entrusted ERP-INFOS
- Quality Control Experience
- Excellent Organisational Skills
- Proficient in various computer skills i.e, MICROSOFT OFFICE
- Superior Problem Solving Skills
- Decisiveness
- Excellent communication skills
- Knowledge of Supply Chain and Distribution Management
- Supervisory Experience
- Apprenticeship in Production Planning
- Stress Management Skills
- Team leadership and motivation
- Knowledge of Manufacturing Processes
- Ability to Meet Deadlines
- Strong attention to Details
- Forklift operation
- Safety regulations expertise

PROFESSIONAL SUMMARY

Dedicated, Accomplished and **experienced Production planner and warehouse supervisor** providing **smooth production** operations by **managing schedules, inventory** and **logistics**. Talented in collaborating with teams to monitor **productivity, review raw material inventory** and determine **production scheduling**. Adept in developing solutions for **increasing productivity** through a strong understanding of **final product, manufacturing equipment** and all aspects of **daily operations**.

WORK HISTORY

PRODUCTION PLANNER, WAREHOUSE SUPERVISOR 06/2019 – Current
EMPER PERFUMES AND COSMETICS FACTORY LLC – JABEL ALI, DUBAI, UAE

- Achieve high levels of **customer satisfaction** through excellence in **receiving, identifying, dispatching** and assuring **quality of goods**.
- **Coordinating production workflow** for **one or multiple products**.
- Organize and maintain **inventory** and **storage area**.
- Determine **staffing levels** and **assign workload**.
- **Maintain items record, document** necessary information and utilize reports to project **warehouse status**.
- Recommending **viable solutions** to reduce **production costs** as well as **improve production processes** and **product quality**.
- **Compiling status** and **performance reports** and submitting them to management in a **timely manner**.
- Identify areas of **improvement** and establish **innovative or adjust existing work procedures** and **practices**.
- Promptly informing the **relevant departments** of changes to current **production schedules**.

OFFICE COORDINATOR 01/2016 – 04/2019
STAR TRAVELS – TELANGANA, INDIA

- Follow office **workflow procedures** to ensure **maximum efficiency**.
- Supporting other teams with **various administrative tasks**.
- Schedule **agendas/travel arrangements/appointments etc.** for the upper management.
- Provided **technical, operational, clerical** and **customer service support** for **STAR TRAVELS** company.
- **Manage phone calls** and **correspondence** (e-mail, letters, packages etc.)
- Perform basic **bookkeeping activities** and update the accounting system.
- **Monitor office expenditures** and handle all **office contracts (rent, service etc.)**
- Deal with **customer complaints or issues**.
- **Monitor office supplies inventory** and **place orders**.
- **Assist in vendor relationship management**.

EDUCATION

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

BOARD OF INTERMEDIATE, 2009

INTERMEDIATE – Hyderabad, TELANGANA

PERSONAL PROFILE

- Nationality: **INDIAN**
- Language known: **ENGLISH, HINDI, TELUGU, URDU**