



# RISHAD BASHEER KHAN

## CONTACT

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## ACADEMIC CREDENTIALS

### BACHELOR OF COMMERCE | 2020

- Himalayan University
- ITA Nagar-Arunachal Pradesh, India

### HIGHER SECONDARY | 1999

- Board of Higher Secondary Examination, Kerala, India
- Govt. Model Higher Secondary School, Kozhikode

### SSLC | 1997

- Board of Public Examination, Kerala, India
- Govt. Model High, Kozhikode

## COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★
SAP	★ ★ ★ ★ ★
MS Dynamics D365	★ ★ ★ ★ ★
ERP	★ ★ ★ ★ ★
FoxPro	★ ★ ★ ★ ★
C++	★ ★ ★ ★ ★

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Team Work	Work Ethic	Analytical skills	Inventory Management
Decision-making	Time Management	Knowledge in Electrical & Plumbing	
Problem Solving Ability	Supply Chain Management	Leadership Quality	

## EMPLOYMENT CHRONICLE

### Sr. SUPERVISOR RM & FG | 2019 – 2021

TALDEEN PLASTIC SOLUTIONS LTD ONE OF AFFILIATE COMPANY OF TASNEE, HAIL-SAUDI ARABIA

### KEY RESPONSIBILITIES

- Monitors and identifies causes of product or materials losses and Takes or recommends appropriate corrective actions.
- Oversees the efficient receipt, issue and correct storage of raw Materials, MRO and/or finished.
- Ensures the organizations policies for safe and efficient Warehouse/stores operations are implemented and observed at all times.
- Identifies discrepancies against manifests and arranges for invoice adjustments or replacements for missing or damaged items.
- Oversees operation of procedures for the correct use and maintenance of materials handling equipment and related staff training.
- Organizes selection, preparation loading, dispatch of products to External customers/goods and materials to internal customers.
- Optimises cost performance through efficient use of storage space and effective location and protection of stored materials.
- Monitors inventories and effectively implements processes for Maintenance of required stocking levels.
- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.
- Organize workflow and ensure that employees understand their duties or delegated tasks.
- Receive complaints and resolve problems.
- Maintain timekeeping and personnel records.
- Prepare and submit performance reports.

### SHIPPING FOREMAN, LOGISTICS AND SALES COORDINATOR |

12<sup>th</sup> Aug 2009 – 7<sup>th</sup> Nov 2019

ARABIAN COMPANY FOR WATER PIPES INDUSTRY LTD, DAMMAM, SAUDI ARABIA

### KEY RESPONSIBILITIES

- Monitoring all sales orders finished products and its availability For packaging and delivery.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

LANGUAGES KNOWN

English	<div></div>	100 %
Malayalam	<div></div>	100 %
Hindi	<div></div>	85 %
Arabic	<div></div>	85 %

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 13-06-1980
Nationality	: Indian
Marital Status	: Married

Permanent Address

Naseem Manzil,  
APC Road, Malaparamba,  
Calicut Pin-673009, Kerala, India

PASSPORT DETAILS

Passport Number	: T8179576
Date of Expiry	: 14/07/2029
Place of Issue	: Riyadh

REFERENCE

- Available upon request

- Planning for the materials to package which is suitable for loading which will save time and transportation.
- Once package will be ready then placing requests to transporter for daily schedules and monitoring activities.
- Creating gate pass for loading and afterwards creating delivery Notes then same time sending notification to customer with delivery details.
- Each shipment is tracking and monitoring whether arrived in Destination with good order and condition.
- After confirmation of deliveries, creating commercial invoices from system and submitting to sales department and accounts.
- Advance commercial invoices and packing lists are preparing for the export purpose and following documents are sending for chamber and COO Based Country Policy.
- Monthly creating total sales summary with details and transportation accruals with details and sending mail to the department heads.
- Coordinate tasks according to priorities and plans.
- Produce schedules and monitor attendance of crew.
- Allocate general and daily responsibilities.
- Supervise and train workers and tradespeople.
- Ensure manpower and resources are adequate.
- Guarantee all safety precautions and quality standards are met.

PRODUCTION COORDINATOR | Dec 2002 – Mar 2009

AL WATANI FACTORY FOR FIBER GLASS CO., KUWAIT

KEY RESPONSIBILITIES

- Creating work order and assigning dates require for completion.
- Reporting for each work order status daily to production manager.
- Preparing all production reports from all departments and submitting to production manager.
- Raw Materials Availability is daily checking with store according to work order/planning basis and if it is lacking for placing order then creating PR and forwarding Purchase Department and following.
- Weekly arranging internal meeting with production supervisor and production manager related to work order status and improvements.
- First of every month creating production plan and submitting to each department heads.
- Set up and run the production office.
- Supervise production assistants.
- Manage all communication systems, including phones and emails.
- Manage schedules, including sending daily and weekly schedules and communicating schedule changes.
- Communicate the schedule to the crew.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RISHAD BASHEER KHAN