Rameez Khan

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Shilphata, Thane, Maharashtra

421204

# WORK EXPERIENCE

**Maersk Global Service Center**  **05/06/2017 — Currently Working**

**Senior Associate Operations**

Handling global lease containers and updating lease move and purchase move in the system.

Taking follow-up with local equipment, ports, depots, terminals and 3rd Parties providing live status of the containers.

Solving Discrepancies related to dry, flat, open and Reefer containers.

Taking follow-up with 3rd Parties, local equipment’s, ports, depots and terminals regarding misuse container.

Taking acceptance letter or confirmation from Various Parties and sending the same to billing team in order to generate Invoice

Handling Daily Operational Task of IN fleeting the containers.

**Project Handling Experience (Early Off-Hire Containers / Cost Saving)**

Out fleet all lease container from our fleet.

Coordinating with global local equipment’s team to check if the containers are usable or not.

If in case Condition of leased containers are repairable then we coordinate with leasing companies to get the redelivery detail’s and get the container returned to the leasing Company.

If the condition of Leased container is non repairable we remove it from our fleet and sell or donate the container as per our company's policy.

The Above Project has helped us to generate a saving of USD $ 60000 in the year 2019.

**Mark Mediums. 1st July 2016 — 30th May 2017 Warehouse & Logistics Order Process/Dispatch – Bhiwandi**

**Senior Operation Executive**

* Our Warehouse had Storage sections for Computers, Surveillance products, LED's, FMCG Products and many more.
* My Services includes
* Monitoring stock levels and identifying purchasing needs.
* Co Ordinate with Suppliers/Transporters and with Stores to ensure all products arrive in good condition.
* loading and moving product.
* Keeping a Record of all inward and outward registers and File management. Operating total WMS software system.
* Maintain updated records of invoices and contracts
* Query handling of Clients via Email (Outlook) or Via Telephone or Skype.
* Complete all Goods receipt entries for incoming materials after getting QC clearance.
* Managing walk in customers in warehouse with their Needs and Queries
* Ensuring that the stocks is shipped to the customer as fast as possible.
* Handling transports i.e. loading and unloading stocks from vehicle and checking the Docket number on the

goods.

* Managing all warehouse related activities ensuring the Warehouse standard is maintained• Maintaining Daily, Weekly, Monthly stock Reports as per Customer Requirement
* Stuffing & de-stuffing the goods from the containers of the customers.
* Segregating bulk shipments and dividing the same as per customer orders and requirements.
* Coordinating with Logistics company for Packaging and Shipping of the Goods to customers place.
* Entering data into a computer database named as WMS thus saving the real time records of the customers and their transactions.
* Creating Real time Dispatch report of the goods delivered to the customer.
* Live tracking of the shipment thus ensuring that the goods have been reached to the customer.
* Have basic knowledge of accounting and invoice.
* Expert in Processing new orders from software's like Panel and Uniware.

**Xtreme Sports & Life & Style Company 1st Feb 2015 — 30th April 2016 (Ecommerce)– Powai Hiranandani**

**Account / Warehouse Executive**

My Job Responsibility Includes:

* Managing and Coordinating online orders placed by customers on different web portals.
* Responsible for order fulfilment, packing, logistic and inventory management.
* Managing the warehouse process thus ensuring a happy flow in the warehouse.
* Responsible for checking Quality and Quantity of materials keeping.
* Responsible for all incoming as well as outgoing deliveries and shipment and thus ensuring the safety of all stocks and maintaining the quality of the product.
* Inspecting the physical condition of the storage area, materials and equipment.
* Ensuring the adherence of company's policies, objectives.

# QUALIFICATIONS

Passed Bachelor of Commerce from Rajarshi Shahu College Sion in year 2015 Passed Higher Secondary from University of Mumbai in the year 2012. Passed SSC from Passed SSC from Open University of Delhi in the year 2010.

INTERESTS

Watching Movies, Listening Songs

# COMPUTING SKILLS

AutoCAD Advance Diploma course in Civil

Draughtsman &amp; Surveying

M.H SABOO SIDDIK POLYTECHNIC Basic CADD (Computer Aided Drafting & amp; Designing)

VINI INSTITUTE