

RESUME

Personal Information

Name: Abu Torab Nooruddin Shaikh

Email-Id: abutorabshaikh1@gmail.com

Residence Address: Plat No 503, Sector 14, Anchit Eternal, Taloja Phase - I Panvel Raigad Dist

Mobile No.: +91-99201 38278

Current Location: Mumbai

Functional Area: Logistics and Stores

Role: Logistics/stores Dispatch Asst. Manager

Total Years of Experience: 04 years.

Date of Birth: 20th September 1996.

Sex: Male

Marital Status: Single

Educational Qualification

<u>Degree/ Course</u>	<u>University</u>	<u>Year of Passing</u>	<u>Percentage</u>	<u>Specialization</u>
B.Com	Mumbai	March- 2022	Appeared	Direct & Indirect Taxation, Computer Basics.

Resume Headline

Strong experience in stores and logistics, Inbound logistics and 3P logistics, E-commerce etc.

Summary

Overall 04 years of experience excellent implementation knowledge of logistics ,store, warehousing & inventory, ground operations, customer service skills and MIS reports

Industry Information

Current Industry Type: **E-commerce Company**

Current Functional Area: Logistics / Stores/ Dispatch

Role: **Assistant manager in stores and Logistics Department**

Skills

. **Logistics coordinator** . **Distribution management** . **Service & supply support**
. **Traffic management** . **Logistics management** . **Warehouse organization**
. **Invoicing & shipping documentation** . **Delivery scheduling** . **Training to staff**

Work Experience Details

1. Currently Working In M/s. Swiggy Instramart Pvt Ltd As a Assistant manager in stores & Logistics Department: Nov 12th 2021- Till Date

Job Profile:

- 1) Daily checking and planning of employee, checking for UPLs
 - 2) Completion of pending inwarding
 - 3) Generating dispatch documents Stock transfer / Sales of goods of
 - 4) Controlling all type of Finished goods, Capital goods.,
 - 5) Checking of inward material and mark wastage & RTV.
 - 6) Assessment of Yearly Audit
 - 7) Completed all audit for cigarettes, DBE & other high value SKU's
 - 8) Monitoring of sales Orders through system
 - 9) Follow up FEFO stacking system
 - 10) Sales orders or canceled orders booked in system.
 - 11) Rack mapping check and sku stacking
 - 12) TCI, FnV, Cold & DSD Inwarding with PR generation
- Logistics-
- 1) Manage warehouse operations shipment as well as projects
 - 2) Shipment tracking from the load location to destination
 - 3) Timely arrangement of vehicles and containers for stuffing shipment
- Other-
- 1) Hiring candidates , taking interviews, administration work also handled

2. Worked In M/s. Amazon india Pvt. Ltd As a Supervisor in stores & Logistics : June 2017- Nov 2021

Job Profile :

- 1) Daily checking and planning of employee, checking for UPLs
 - 2) Completion of pending inwarding
 - 3) Generating dispatch documents Stock transfer / Sales of goods of
 - 4) Controlling all type of Finished goods, Capital goods.,
 - 5) Assessment of Yearly Audit
 - 6) Rack mapping check and sku stacking
- Logistics-
- 1) Manage warehouse operations shipment as well as projects
 - 2) Shipment tracking from the load location to destination
 - 3) Timely arrangement of vehicles and containers for stuffing shipment
- Other-
- 2) Hiring candidates , taking interviews, administration work also handled

MIS REPORTS:

- Daily Dispatch Report.
- Monthly Excise Balance
- Various Internal Reports
- Duty Balance Report

IT Skills

<u>OPERATING SYSTEMS</u>	<u>Version</u>	<u>Proficiency Level</u>	<u>Experience in Years</u>
Windows	95/98/2000/2007/2010	Proficient	4 Years

Desired Job Details

Job Type: Permanent
Employment Status: Full Time
Preferred Location: No preference

Languages Known

English: (Read, Write, Speak)
Hindi: (Read, Write, Speak)
Bengoli: (Read, Write, Speak)
Marathi: (Read, Write, Speak)