

KHAJA VAJIHULLAH

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Results-oriented Inventory Supervisor familiar with all aspects of logistics, shipping and receiving and general warehouse operations. Detail-oriented and highly efficient in leading shipping and receiving operations. Flexible schedule and available for all shifts.

Experience

Inventory Coordinator- Wajhiyyah Furnitures, Tamilnadu- (2019-2022)

- Maintained accurate stock records and schedules.
- Meeting supply chain objectives.
- Managing inventory and filing system.
- Cycle count and API count maintained on every quarter and API for yearly once.
- Identifying, analyzing and addressing gaps in inventory processes.
- Monitoring inbound and outbound shipments.
- Indicating NOR for import and export.
- Submitting NOR to the client.
- Evaluated operational records and made scheduling adjustments to maximize efficiency.
- Preservation of stocks and packaging with symbol Identification (Hazardous, Fragile, Toxic) with MSDS.

Inventory Controller –Wajhiyyah Furnitures, Tamilnadu- (2016-2019)

- Assisted Managers, co-workers, and vendors with day to day operational requirements.
- Rotated stock by code and receiving date.
- Relocated product throughout warehouse .
- Processes and documents returns as required following established procedures.
- Performs routine clerical duties, including Data entry.
- Doing stock hospitalization every month.
- Monitors and maintains current inventory levels.
- Processes purchasing orders as required.
- Tracks orders and investigates problems.

Relevant Skills

- Quality Control
- Warehouse Safety
- Business development
- Distribution and Warehousing
- Production Planning
- Inventory Management
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Situation handler
- Shipping and receiving
- Preventive Maintenance
- Teamwork
- Good Knowledge in MS Office Suite – MS word, MS Excel.
- Multitasking
- Linguistic

Software Skills

- MS Office
- MS Word
- MS Outlook
- MS Powerpoint
- AutoCAD
- REVIT

Personal Details

Date of Birth : 12.10.1992
Father's Name : U.Habibur Rahman
Nationality : Indian
Marital Status : Unmarried
Passport Number : N3630239
Visa : Transferable
Iqama Number : 2529980696
Contact Number : +966 571420629

Education

Diploma in Mechanical Engineering-
Muthiah Polytechnic College,
Annamalai University,
Chidambaram- 608001
Diploma in Fire and Safety-NIFE, Kochi