

# Mohammed Taha Ansari

B/18, Shiv Sai CHS LTD., Behind Farzana Apartment,  
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## Career History:

### Present:

**Supervisor, Arham Fine Foods, Mumbai, August 2017 to till date.**

### Restaurant Management:

- Managing restaurant staff's work schedules.
- Checking in on dining customers to enquire about food quality and service.
- Monitoring inventory and ensuring that all food supplies and other restaurant essentials are adequately stocked.
- Monitoring the restaurant's cash flow and settling outstanding bills.
- Conducting regular inspections of the restaurant kitchen to determine whether proper standards of hygiene and sanitation are maintained.
- Ensure customer satisfaction through promoting excellent service; respond to customer complaints tactfully and professionally.
- Overseeing seating arrangements, the serving of meals and beverages, and the clearing of tables.

### Catering Management:

- Determining customer requirements and proposing catering options.
- Planning menus and overseeing venue, equipment, food, and service preparations.
- Monitoring the availability of catering stock and supplies and ordering replenishments.

### Delivery Management:

- Review customer orders and plan and coordinate delivery activities.
- Analyse and troubleshoot delivery issues in a timely fashion.
- Manage a delivery team to ensure timely and accurate customer deliveries.
- Oversee daily activities of delivery team and provide direction and guidance as needed.
- Analyse customer orders, set delivery priorities and make schedule adjustments to meet timely delivery goals.

### Gulf:

**Logistics/Fleet Coordinator, Tadmur Logistics W.L.L. Qatar, 13<sup>th</sup> Nov 2016 to 15<sup>th</sup> June 2017.**

- Directly reporting to manager and receives instruction and distribute them accordingly.
- Authorized to manage document controlling of invoices, shipments and other clerical documents.
- Appointed to operate Oracle Database program for a generated warehouse and store requisition reports/notes, invoices and regularization of stocks for annual inventory.
- Check the status of maintenance and repair work on vehicles.
- Maintains vehicle records by recording service and repairs.
- Participate in the annual inventorying of items in stock, making certain all counts and records are accurate and reconciled with computer inventory records.
- Update daily reports of the vehicles and equipment.

## **Operations Agent, Operations Department**

**Zajil Express Trading Company - Saudi Arabia, 3<sup>rd</sup> Feb 2015 to 2<sup>nd</sup> Sept 2016.**

- The management, planning, storage, dispatch and receipt of all goods in and out of the warehouse.
- Managing stock control and the processing/picking of orders for dispatch as well as receiving goods into stock.
- Receives and stores documents and confidential files; maintains record of approved document.
- Responsible for the Monitoring staff performance and progress.
- Responsible to take regular stock of the inventory, keeping systems up to date by producing regular reports.
- Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Co-ordinate with Transport team for the movement of cargo from warehouse to warehouse and customers.
- To solve client queries regarding any issue related to pilferage, mismatch, short/ excess receiving of cargo.

## **India:**

### **Senior Executive-Transportation, Logistics Department**

**Freshkins Foods India Pvt. Ltd. (Maharashtra State Agricultural Marketing Board (A Govt. of Maharashtra undertaking), 1<sup>st</sup> July, 2014 to 31<sup>st</sup> Jan, 2015.**

- Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
- Ensuring all partners in the supply chain are working effectively and efficiently to ensure smooth operations.
- Recruit, interview, select, train, motivate, coach, and mentor executives and transport drivers.
- Direct the activities of staff in relation to transportation operations including dispatching, routing, and tracking transportation vehicles.
- Plan, develop, and implement transportation health and safety, and security programs and activities. Supervise scheduling of shipments.

### **Logistics Coordinator, Supply Chain Department**

**Pan India Food Solutions Pvt. Ltd., 8<sup>th</sup> July, 2011 to 30<sup>th</sup> June, 2014.**

- Supervising the quality, quantity, and good efficiency of the storage and movement of goods.
- Implementing safety and health procedures among transport staff.
- Prepare and update monthly logistics, schedule to assure deliveries to production locations.
- Coordinate product delivery schedules with customers.
- Handle loading and unloading operations.
- Initiate cost efficiency measures in transportation operations.
- Manage, supervise and monitor fleet operations.
- Maintain records of supplies and materials entering and leaving the factory.

## **Professional Experience:**

### **Competencies-**

- Able to efficiently and effectively handle shifting and multiple priorities.
- Tact, diplomacy and calmness, especially when dealing with tired drivers and disgruntled customers.
- Excellent geographical knowledge.
- Extensive knowledge of the transportation industry.
- Excellent negotiation and communication skills.
- Good knowledge of vehicle spare parts and maintenance.

### **Personal-**

- Excellent leadership and organizational skills.
- Able to communicate intimately with others.
- Excellent knowledge of Computer Software & Hardware.
- Strong communication and analytical skills.

## **Key Competencies and Skills:**

- Transport Operations
- Courier Operations
- Staff training / Motivation
- Problem Solving / Trouble Shooting
- Strategy and Planning
- Vehicle Maintenance
- Route Planning
- Restaurant Management
- Catering Management
- Delivery Management

## **Educational Qualifications:**

- Successfully completed **B.M.S** from **Alkesh Dinesh Mody Institute for Financial & Management Studies, University of Mumbai.**
- Achieved **Advanced Certificate in Shipping & Logistics Management** from **Indian Merchants' Chamber, Mumbai.**

## **Certificates:**

- **Viva Presentation- 2010** on the topic of **“Management by Islam’s Perspective”**.
- Won the **Best Entertaining Presentation** of the year-2009 based on **“Muslim Wedding”**.
- Participated in **“Vigayan Padershan, 2002-03”** on the topic of **“Population”**.
- Certificate of Completion of Call Center Training **“Basic of Call center, 2007”** from **SS World of Learning Institute, Mumbai.**

## **Personal Information:**

Date of Birth: 23<sup>rd</sup> September 1989  
Gender: Male  
Nationality: Indian  
Religion: Islam  
Marital Status: Married  
Languages Known: English, Arabic, Urdu, Hindi and Marathi

## **Passport Details:**

Passport Number: P2835008  
Place of Issue: Mumbai, India  
Date of Issue: 19/09/2016  
Date of Expire: 18/09/2026

## **Indian License Details:**

License Number: MH03 20080043325  
Place of Issue: Mumbai, India  
Date of Issue: 25/05/2008  
Date of Expire: 27/05/2028

## **Declaration:**

I hereby declare that the above mentioned information is true and best of my knowledge.

**(TAHA ANSARI)**