

Mohammad Javeed

Zaheerabad, Telangana, INDIA.

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PROFESSIONAL SUMMARY

Dynamic executive with a proven track record at Mahindra & Mahindra, excelling in supply chain management and team leadership. Successfully established safety protocols and streamlined dispatch operations, enhancing efficiency and compliance. Adept at fostering customer relations and implementing quality management processes, driving operational in logistics.

Education and Qualifications:

Bachelor's Degree in Computer Science
Higher secondary Certificate
Secondary School Certificate

Osmania University Board
Telangana State Board
Andhra Pradesh State Board

SKILLS

- Team leadership & Quality management
- Supply chain management
- Workflow planning
- MS Office & Excel
- SAP MM & ERP Software

Professional Work Experience-1

Mahindra and Mahindra Ltd. ZAHEERABAD, INDIA.

Working as a **Logistic Executive** from January 2024 to Till Date.

Reporting to : G.M and Manager.

Responsibilities:

- Working in SAP and ERP software's.
- Established Safety protocols for drivers and warehouse staff to Minimize accidents while ensuring regulatory compliance.
- Resolved shipment discrepancies promptly, maintaining positive relations between company, clients, and carriers alike.
- Streamlined dispatch operations by implementing efficient scheduling system and route planning.
- Collaborated with cross functional teams to align logistics initiatives with overall business goals.
- Export loader frame manufacturing. On time updated in system MIS report, GR posting with Moment types.
- Coordinate with IO Team for coordinators, Dispatch planning and coordination with GST team and prepare Invoice, E-way bills. & Coordinate with JNPT port team shipping line Containers.
- Coordinate with manufacturing, quality, CPE team for any customer issue reported to implementation and new process or resolve issue OJT to workforce for any issues report by customer.
- 5s, Shelf life and FIFO process implementation at ROPS, store
- Maintain indirect material, hardware material as per plan. Arranging Frames & Hardwares from & follow up with buyer if any shortages for dispatch.
- Establishing and maintaining procedures for document creation. Maintaining Proper records of all documents.

Professional Work Experience-2

Glaze Techno Facade System Pvt.Ltd, HYDERABAD, INDIA.

Worked as a **Store Executive** from October 2022 to September 2023.

Project : Phoenix H-10 Project (Hi-Tech City Hyderabad)

Client : Larson & Turbo Ltd, Phoenix Project Pvt.Ltd.

Reporting to : Project Manager.

Responsibilities:

- Receiving Materials In-ward & all Logistic item preparing delivery challan of the received material.
- Planning of material as per the requirement.
- Inspection of all receiving material and filled data of all receiving material in EXCEL.
- Issues Material as per the indent.
- After all inspected Material given to Line.
- Daily update the Material Stock in Ms-Excel and Register.
- Managing the Manpower & Preparing Schedule.
- General supervision on the regarding wastage of material, improper use of material etc.
- Recollecting any balance/ unused materials at the end of the working days.
- Handing over of the charge of material lying in the site premises of the night security Personal from the day Security guards.
- Updating records on the display boards as a display slates regarding the stocks.
- Preparing fortnightly/monthly consumption reports jointly with the junior engineers
- Preparing a list of excess material
- Update the stocks periodically
- Inform The concerned engineer of the status of the balance material in the order to raise the further indent
- Follow up with material supplier with, prior consists from the purchase department to ensure timely.
- Maintain records of department tools, machinery etc on site
- Maintain records of cash purchase

Professional Work Experience-3

Mungi Bros Group (Mungi Engineers Pvt. Ltd.), ZAHEERABAD, INDIA.

Worked as a **Store Computer Operator ERP** from October 2021 to September 2022.

Client : Mahindra & Mahindra Ltd, Ashok Leyland, TATA, A.P.S.R.T.C

Reporting to : The Senior Officer and Head of store Department

Responsibilities:

- Planning of material as per the requirement.
- Maintaining of register for the daily site issue.
- Coordinating with the planning and purchase department for the flow of material.
- Recording of inventory and balance.
- Preparing GRN reports on daily basis.
- Analysis inventory Tally monthly basis.

- Shelf life item issue as per FIFO.
- Complete record keeping of office documentation.
- Maintain the requirements of stores at site as per the order load.
- Expertise in many office data recording management, inventory management programs included MS Office suite & ERP Software.
- Preparation of material requisition receiving notes and issue/transferring for all the materials/inventories.
- Maintaining of daily stock ledger.
- Working of ERP software of Production Module.
- Issuing of daily material receipt and balance maintaining in the system.
- Responsible for accounts of all materials received at site, maintain proper & correct record of such materials and reconcile with planning department.
- Coordination with the site engineers and site supervisor.
- Managing the complete operations of the store Department.
- Maintaining the complete record of purchases, utilities, material in-flow, material transferring and record keeping according to the requirement of the projects and at the site.

Personal Information:

Father Name	- Mohammed Khaja Moinuddin.
Date Of Birth	- 05 th August 1998.
Nationality	- Indian.
Sex	- Male.
Marital Status	- Married.
Driving License	- INDIA.
Language Known	- English, Hindi, Telugu & Urdu.
hobbies	- Playing Football.
Passport Number	- S9686604.

Declaration:

I hereby declare that the above information furnished is true to the best of my knowledge.

Mohammad Javeed,
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