

CURRICULUM VITAE

Mohammed Muzammil Ahmed

Email: mohdmuzammill392@gmail.com

Mobile: +0544078126

Post Applied For: Ware House Manager

Summary:

Detail-oriented administrative professional with over four years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office and ware house activities and facilitate smooth workflow.

Educational Qualification:

- BBA (Bachelors of Business Administration) Osmania University 2020-2023
- Intermediate (CEC) TSBIE 2018-2020
- SSC, TSBSE 2017-2018

Professional Work Experience:

Worked as a warehouse manager and office administrative for four years in Nestle Sr. Trading Company.

Job Role & Responsibilities:

- Oversaw daily warehouse operations, including receiving, storing, picking, and shipping of goods
- Managed and trained a team of warehouse staff to ensure productivity, accuracy, and safety.
- Coordinated with suppliers, transport companies, and internal departments to meet delivery deadlines.
- Maintained records and reports using warehouse management systems
- Implemented efficient workflows and storage systems to improve space utilization and reduce handling times.

Key Skills:

- Team leadership & staff training
- Good Communication & Organization skills
- Inventory and stock control
- Health & safety compliance
- Logistics coordination
- Process improvement
- Hard worker & Quick learner
- Time Management

Technical Skills:

- SAP Fico with S4 Hana Finance
- Proficient in MS Office, Excel
- Basic Knowledge of SQL & Power BI

Personal Profile:

Name : Mohammed Muzammil Ahmed

DOB : 02-03-2003

Nationality : Indian

Religion : Islam

Iqama number : 2609255712

Passport details : W7920420

Languages Known : English, Hindi, Urdu

Declaration:

I hereby declare that the above given information is true to the best of my knowledge and belief.

(Mohammed Muzammil Ahmed)