

CURRICULUM VITAE

Mohd. Gayazuddin

Hanamakonda, Warangal,

Mob: +97431613318

Email: gayazzz69@gmail.com



Profile Snapshot

Age: 33 years

Functional area: Warehouse supervisor

Hanamakonda,

Gender: *Male*

Hometown:

Career Objective

Looking forward to dedicate myself in an organization which could be helpful in my personal career growth and be a part in the development of the organization by discharging my abilities and skill.

PRESENTLY WORKING

Company: - ALKHAYAT TRADING & CONTRACTING EST Doha Qatar

Period: - NOV 2019 to Till Date

Position :- Warehouse supervisor

Duties and Responsibilities

- . processing orders.
- operating mechanical and IT systems.
- operating machinery, such as forklifts and pickers, and ensuring it is in working order.
- liaising with transport companies, suppliers and clients.
- supervising use of specialized storage, such as refrigeration.

- training, supervising and appraising staff.
- maintaining statistical and financial records.
- devising and monitoring roles for staff.
- ensuring that quality objectives and delivery deadlines are met.
- managing budgets.
- administering stock control.
- keeping health and safety records, and ensuring compliance with health and safety legislation.
- investigating accidents and troubleshooting problems.
- coordinate the use of automated and computerized systems to optimize efficiency
- respond to and deal with customer communication by email and telephone
- keep stock control systems up to date and make sure inventories are accurate
- optimize storage space and plan future capacity requirements
- organize the recruitment and training of warehouse staff
- supervise warehouse staff, assigning tasks and monitoring their performance and progress to ensure productivity and quality targets are met
- produce regular reports and statistics on a daily, weekly and monthly basis
- visit customers to monitor the quality of service they are receiving
- implement and maintain standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely
- oversee the planned maintenance of vehicles, machinery and equipment
- where appropriate, oversee the maintenance and operation of warehouse management systems and automated storage and retrieval systems
- have a clear understanding of the company's policies and vision and how the warehouse contributes to these.

WORK EXPERIENCE IN INDIA:

Company: - DESIGNERZ ARCHITECT

Period: - SEP 2018 to SEP 2019

Position: manager

WORK EXPERIENCE IN SAUDI:

Company: -ABDULLAH OTHAIM in Riyadh,

Period: - JUN 2016 to JUL 2018,

Position: - warehouse Supervisor

Job Responsibility

- Analyze shipment logs
- Review timeliness of scheduled deliveries.
- Track inventory levels
- Order new supplies in a timely manner
- Constantly work to improve processes
- Make suggestions for productivity improvements
- Optimize employee workflow
- Determine and track the most important warehouse KPIs
- Ensure that facility equipment is properly maintained.
- Communicate and collaborate with other team members
- Train, guide and evaluate new warehouse workers.
- Track expenses related to fuel, storage, and truck maintenance

Country: -Saudi Arabia

WORK EXPERIENCE IN INDIA:

Company: - Asian cinemas and multiplex

Period: - oct2013 to July2016

Position: Supervisor

Course	Board University	/	Name Institute	of the	Year passing	of
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B.com (Computers)	Kakatiya University	SR Degree & Pg College	2013
Intermediate (C.E.C)	Board of Intermediate Education, A.P.	SVS Junior College	2010
S.S.C.	Board of Secondary Education A.P.	Holy Cross High School	2006

SKILL SET

- Strong analytical, problem solving, organizational ability,
- Written and communication skills,
- Ability to deal with people diplomatically,
- Willingness to learn.

PERSONALITY TRAITS

- ✓ Strong communication skills,
- ✓ Dedicated and Hardworking,
- ✓ Self-confident,
- ✓ Possess Leadership Qualities.

TECHNICAL SKILLS

- Operating System : MS Windows XP, Windows7 TO Windows 10.
- Packages : TALLY. ERP09, MS-Office 2007.

PERSONAL DETAILS

Name : Mohd. Gayazuddin.
 Father's Name : Mohd. Ghouseuddin.
 Date of Birth : 12th JUN1991.
 Sex : Male.
 Marital Status : Married.
 Language Known : English, Hindi, Telugu and Arabic.
 Nationality : Indian.

DECLARATION:

I hereby declare that the information given above is true to the best of

My knowledge and belief

Date:

Place:

(MOHD. GAYAZUDDIN)