

Asif Khan
9685137810
asifkhan1552002@gmail.com



OBJECTIVE

I am seeking employment with a company where I can grow professionally and personally. I seek challenging opportunities where I can fully use my skills for the success of the organization.

SKILLS

Proven work experience as a Warehouse Supervisor

Highly effective supervisory skills and techniques

Ability to input, retrieve and analyse data

Excellent communication and interpersonal skills

Proven ability to direct and coordinate operations

Strong organisational and time management skills

Knowledge of warehouse software packages and MS Office proficiency

EXPERIENCE

2020 - 2021

VRL Logistic Pvt Ltd

Warehouse Coordinator

6/02/2022 - 23/11/2023

Esaar Construction

Warehouse Manger Assistant

2025 - 2025

Urja facility Management Services

Warehouse Supervisor

Responsibilities

Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
Measure and report the effectiveness of warehousing activities and employees performance
Organize and maintain inventory and storage area
Ensure shipments' and inventory transactions' accuracy
Communicate job expectations and coach employees
Determine staffing levels and assign workload
Interface with customers to answer questions or solve problems
Maintain items record, document necessary information and utilize reports to project warehouse status
Identify areas of improvement and establish innovative or adjust

existing work procedures and practices
Confer and coordinate activities with other departments

PROJECTS

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
High School Certificate	C.B.S.E Board	70 %	2018
Degree in Logistic, Supply chain	Davv University Indore	1st Division	2021
Diploma in Computer Application	Sarwa Computer Institute	A Grade	2019
WMS Certificate	ATC INSTITUTE OF MANAGEMENT		2022

ADDITIONAL PERSONAL INFO

Address	House no . 2 , old A.B road , haidra badi basti , mhow Indore, Madhya Pradesh
Languages	English, Hindi , Urdu
Marital status	Single
Nationality	Indian
Religion	Muslim
Passport	X7716376
Gender	Male
Driving license	Light Driving Licence

DECLARATION & SIGN

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