

C V URRICULUM ITAE

Shahbaz khan jadoon

Present Address: 1730/2262 haji Qasim colony Baldia Town SITE Karachi

Cell # +92 – 340-783-4484 & +92-321-2424-050

E Mail:ShahbazJadoon88@gmail.com

Personal Information:

❖ Father's Name	:	Muhammad Riaz
❖ Gender	:	Male
❖ Date of Birth	:	15.03.1988
❖ Marital Status	:	Married
❖ N.I.C. #	:	42401-1243487-5
❖ Religion	:	Islam
❖ Nationality	:	Pakistani

Key Skills: Maintaining and updating inventory reports, customer dealing, Warehouse Operations

Summary of Skills and Experience

I have Almost 1.5 Years of Experience in Warehousing and Supply chain management industry with product of Health and Home & Pharma warehousing and distribution.

Work Experience

Connect Logistic 02-Jan-2020 Present

Designation : Team Leader Inventory

Job Responsibilities

- Responsible to maintain inventory in warehouse
- Managed all issues of inventory (Cycle count, Entrance data, Cross checking through various channels etc.)
- Responsible for the audits and visits.
- Guide operational staff about documentation flow
- Maintained the site wise record of issuance
- Maintain Daily Production Planning Report (DYL) & forwarding to Production Manager

- Maintain Monthly Production Report & forwarding to Production Manager
- Supervising the packing
- Maintain Monthly Dispatch Report & forwarding to Plant Manager
- Produce monthly warehouse operations service level report / KPI report
- Perform all operations activities → Responsible all Warehouse parts
- Safe loading/unloading and handling

Emirates Logistic 02-Jan-2019 to 01-Jan-2020

1 Year as a Store officer

Job Responsibilities

Plans and performs work that involves ordering, receiving, inspecting, returning, unloading, shelving, packing, labeling, pricing, delivering, and maintaining a perpetual inventory of forms, office supplies, and various types of equipment. 2. Rotates stock and arranges for disposal of surpluses.

6 Months as a BPO (Business Processing Officers)

Job Responsibilities

- Manage the warehousing and storage of all materials
- Supervise the delivery of materials and supplies to all district facilities upon schedule and or request. Make emergency deliveries if needed
- Insure accuracy of completed request form
- Plan & direct the inventory and stock control programs for Materials
- Keeping a stock control system up-to-date and planning future capacity requirements
- Producing regular reports and statistics on a daily, weekly and monthly basis
- Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met
- Supervise processing of all receiving reports on all shipments received through the warehouse
- Supervise the cleaning of the warehouse including waste disposal of packaging materials. Develop cleaning schedule
- Control and monitor the number of resources required In different Tasks..
- Responsible for the audits and visits of client
- Supervision of Warehouse activities to ensure timely completion of self-target
- Responsible to align Transportation for the deliveries on Sites
- Direct Data Entry team to provide Blind Count Sheet, Good Receiving Note, Pick Sheet,

- Packing List and ensure system inventory is updated within the agreed time line.
- Perform other duties assigned by Manager

Experience

Fashion wear Textile Mills (Since Dec 2008 to 2009)

Job Responsibilities

- ❖ Assisting All the task and responsibilities given by the marketing Manager
- ❖ Follow-up all the orders with production team and send order status sheet daily basis to related person

Rauf Textile and Printing Mills (Since Dec 2009 to Dec 2015)

Designation: Assistant Marketing Manager

Job Responsibilities

- ❖ To develop new product fabric with keep in view season and as per customer requirement (special tast assigned by Management)
- ❖ Promoted product and services. sound knowledge about woven fabrics addressed customer inquires
- ❖ Establish and improved client communication, maintained ongoing relationship.
- ❖ To negotiate and deal with greige supplier for buying.
- ❖ To negotiate price with buyers.
- ❖ To deal with customer/Agent for all orders.
- ❖ TO raise sales contract and inter department Processing program based on recipe of buyer PO / indent liaison with all the department with in the origination for control and execution of export orders till shipment
- ❖ To main the status of order till shipment
- ❖ To main the running order status sheet on daily basis and discussed with top management , and also correspondence with the client / Agent / Suppliers

Coordinated , planned and contributed at trade exhibition

Professional Career Summary

Education

- ❖ Metric (In Science)
New Jailani Sec School
- ❖ DAE (Textile Dying & Printing)

Institute of Textile & Technology Management SITE Karachi

- ❖ B.Tech (Textile)

Indus University

- ❖ MBA in Textile Marketing last Semester Indus University

Computer Skill

- Warehouse Management Systems:
- ERP : 1 Year
- SAP : 1 Year
- Microsoft Office Word. (2010)
- Microsoft Office Excel. (2010)
- Microsoft Office PowerPoint. (2010)
- Computer Software Installation.
- Internet.
- Mailing.
- Downloading.
- Browsing.
- Computer Initial Settings.

Reference:

- ❖ Will be furnished upon request.