

Zibran Ahmad

Office Executive | Computer Operator | Store & Warehouse Supervisor

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SUMMARY

Detailed-oriented Office Executive & Warehouse / Store Supervisor with over 5 years of professional experience in material management, logistics, and supply chain operations. Expert in streamlining warehouse processes using SAP R/3 and Tally ERP 9 to manage billing, inventory, and stock reporting. Proven track record in optimizing space utilization, maintaining FIFO and 5S procedures, and coordinating complex import/export tasks for diverse clients. Committed to achieving organizational goals through diligent monitoring and team leadership.

EXPERIENCE

04/2024 - Current Office Executive & Store Supervisor

Supreme Fresh Cold Storage At Vashi, Navi Mumbai

Job Description

Responsible For All Type Fruits Material Management, Maintain The All Official Files, Documents And Records. Store Audit, Insurance Survey, Visitor Sample At Here Working With Software :- Tally ERP 9 (Delivery Order, Gate Paas, Inward - Outward Register, Stock Report)

08/2021 - 04/2024 Computer Operator / Warehouse Supervisor

Kansai Nerolac Paint Ltd. At Tepla Patiyala Punjab

Job Description

Responsible For Warehouse, Logistics, Supply Chain. Responsible for Material Management, Responsible For Billing And Dispatch. Customer Billing And Queries Solution. Online Updation of Material Dispatch. Co-ordination With The Sales Team. Keeping Records of All Official Documents. Maintain The Stock Inventory. Depot Audit. Industrial Billing With ASN of OEM Costomers. Here's I Have Worked With SAP R/3 Software (Orders, Billing, E-way Bill, GRN, GDN, General Entry, Inward, Outward)

06/2020 - 08/2021 Material Picker

Kansai Nerolac Paint Ltd. At Kangra Himachal Pradesh

Job Description

Handled inventory management and stock control. Maintained proper stock arrangement as per FIFO system. Followed 5S procedures for a clean and organized warehouse. Ensured correct storage and easy material identification. Supported loading and unloading with safety measures. Assisted in stock counting, shortages, and excess reporting. Checked labeling and material details before dispatch.

EDUCATION

04/2018 - 03/2021 B.A

Dr. Ram Manohar Lohia Avadh University Faizabad

2nd
Division

04/2017 - 03/2018 **12th Pass**
Sardar Patel Inter College

1st
Division
/ 71.2%

04/2015 - 03/2016 **10th Pass**
Sardar Patel Inter College

1st
Division
/
76.16%

COURSES

Master Diploma In Computer Education

Apex Computer Institute & Education Center

Excel AI Workshop

Office Master

TECHNICAL SKILLS

SAP R/3, ERP, EDP, Computer Basic Knowledge, Tally ERP 9

HOBBIES

To Read & Write Poetry

Learning Books

Making Friends

Helping Others

To Learn New Things

LANGUAGE

English, Hindi - Proficient (Read, Write, Speak)