

MAHAMMAD IRSHAD

📍 Deira ,Dubai

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🌐 India | 📅 4th January 1994

Looking for a position that will build on my skills and provide me with ample scope for growth and contribution to the organizational goals by effectively using the conceptual skills and knowledge.

Strengths include:

Core competencies

Inventory control

Good listener

Enthusiastic to learn new ideas

Microsoft office proficiency

customer service oriented

Strong organizational skills

Adaptive team player

Quick Learner

WORKING EXPERIENCE

Logistics Assistant, Dell Global Business Center Sdn. Bhd | Malaysia

● Jan 2018 – Dec 2020

- Maintaining Shipping records / filing
- arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay
- Assist in inventory management, cycle counts and batch integrity maintenance
- . Provide day to day departmental support activities as necessary : communication with internal and external providers, Shipping supplies to sites, etc.
- Resolves exception notices and other invoicing disputes.
- Assisting in negotiating new rates with truck/air freight carriers across all phases of purchasing and shipping; processing all freight bills and maintaining detailed records.
- work with finance to provide accurate Shipping documents on time

Inventory controller , Lazada group | Malaysia

● Jan 2017 – Nov 2017

- Prepare and generate weekly, monthly, quarterly and annual reports.
- Maintain computerized record of all supplies and track their location, use, repair needs and use rate.
- Performed routine clerical duties, including data entry, answering telephones and assisting customers

EDUCATION & TRAINING

Bachelor's Degree in Business Management, Mangalore University (2014)

Indian Accounting Standards "Relevance, issues and challenges in the changing business scenario"
Seminar

IT SKILLS

MS Office Suite | Tally ERP 9 | Microsoft Dynamics AX