

CONTACT

Adhnan Abdul Wahab A

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SUMMARY

Efficient Logistics Executive with a strong background in Inventory and Warehouse Management. Expertise in optimizing logistics processes and ensure efficient and cost-effective operations.

AREA OF EXPERTISE

- Inventory Management
- Warehouse Operations
- Documentation and Reporting
- Order Fulfillment and Customer Service

EXPERIENCE

08/05/2023 -
09/06/2024

• LOGISTICS EXECUTIVE DRIVER LOGISTICS LLP

- Check inbound quantity and quality against invoices.
- Maintain dispatch of vehicles across designated routers.
- Provide picking lists to laborers and verify the accuracy of picked materials.
- Supervise loading of materials.
- Create and maintain Lorry Receipts (LR) for each vehicle.
- Monitor delivery status and collect Proof of Delivery(POD).
- Close Information of Delivery (IOD) status and finalize trip records, ensuring monthly payments for vehicles.
- File PODs for future reference and upload them into an application.
- Conduct daily Inventory checks based on previous day's orders and perform a full Inventory check weekly.
- Submit daily reports detailing Warehouse Operations and Inventory status.

SKILLS

- Leadership and Team Management
- Attention in Detail
- Communication
- Time Management
- Organisational Skills

EDUCATION

2022-2023

- **Laurus Institute for Training and HR**
PGDM in Logistics and Supply Chain Management

2019-2022

- **HM College of Science and Technology**
Bachelor of Science in Geography

TECHNICAL SKILLS

- SAP
- Microsoft Excel
- Qompass Now
- Business Central

PERSONAL DETAILS

- Date of Birth : 28/05/2000
- Marital Status : Single
- Nationality : Indian
- Passport : B7381794
- Gender : Male

LANGUAGES

- English
- Hindi
- Malayalam
- Kannada

INTERESTS

- Photography
- Travel