**Curriculum Vitae**

**Arshad Shahbaz Mohammed**

**H.NO. 8-2-131/3,**

**Mailardevpally,**

**Rajendra Nagar,**

**RR District,**

**Hyderabad-500005,**

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**Telangana.**                                      **Mobile: +91-7702122183**

**Career Objective:**

To work with an organization that promises a challenging career in a progressive environment with cooperative work culture that fosters the steady growth of organization and myself.

**Academic Profile:**

* M.B.A (Finance) from, Osmania University, Hyderabad, Andhra Pradesh (20010 to 2012).
* Bachelor of Commerce (B.com) from, Osmania University, Hyderabad, Andhra Pradesh (2006-2009).
* Intermediate (C.E.C) from Board of Intermediate, Hyderabad, Andhra Pradesh (2004-2006).
* S.S.C from Fluorescent High School. Hyderabad, Andhra Pradesh (2004).

**Work Experience:**

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**Senior Team Lead – OPD “Order Payment Delivery" & Logistics Nov ‘2020 to Dec 2021**

**Team lead -ALC & Stock Audit Mar ‘2018 to Nov 2020.**

**E-Com & OPD Sales**:-

* Providing insight reports to analyzing sales-related data to predict future sales and average stock requirement.
* Ensure Order to invoice within Slot time>95% .
* Ensure on time delivery by maintaining trip sheet.
* Picking alignment and maintain FOFO ( First order First out)
* Sales Force team manual orders fulfillment.
* Delivery acknowledgment up-to-date follow up with trip sheet.
* Delivery shortages and damages to be clear with process.
* Working closely with Replenishment , Stock Ordering and Goods Receiving teams in order to ensure smooth order fulfillment ( OTIF).
* Ensuring good customer service by addressing and ensuring by timely supporting to front line workers and sales force team.
* ECOM price changes to be done and stock correction on category level on Daily basis .

**Article Data Maintenance:-**

* Expert in :- MS Excel, Sumifs, Countifs, Two way Vlookup, Pivot tables ,Slicer , If conditions and Automation with Macros.
* Article Data Maintenance Price change, MRP update, Ordering code with following approval matrix.
* Ensure Printing Price Tags and Barcodes form ERP and Printing Device.
* MRP checks System vs Physical

**Essential Duties of Stock Audit-**

* Responsible for Run Perpetual Inventory (Interim Inventory) for Warehouse , Store and Outrigger..
* Immediate attending & resolving issues , Wrong Invoicing /GRN, MRP issues , Barcode mapping, Price difference Master vs POS , re-ordering as authorized for access canceling and re-updating.
* Ensure to be complete, monthly stock take schedule from Central Ops approximate of 4cr inventory.
* Responsible for SLM (Stock Location Management) to be maintained.
* No moment Article working on Weekly basis.
* Document verification must for all high variance articles.
* Starting Inventory
* Reconciliation of inventory / Stock take
* Verification for Audit entries and inventory correction
* Verification on article level and ensure complete within a day.
* Stock take finalizing and applying inventory by signing documents with follow proper approval matrix.
* Discount voucher and Credit note audit on every day basis.
* Owning the annual inventory lead and its fully preparation.
* Decision making for Applying and Closing Stock Take.
* RTV follow up and ensure to be write off before on every Stock count and Annual count schedule.
* Ensure expiry stock, damage stock and non-saleable stock destruction.

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**MIS-Analyst Nov ‘2016 – Jan' 2018.**

* End to End Sales Support i.e. Invoice managements and Claims process, System reports and etc.
* IT Asset reports
* Client Relationship visit reports
* FMCG, Retail and IT client sourcing and data updation
* Stock indents, RTGS.
* Barcode Management.
* Vendor relationship Management.
* MIS submission through ERP (CRYSTAL) and excel reports.
* Coordination with all the departments of the company.
* Stock Room Management
* Assisting in every quarterly auditing.

**Walk-In Discount Store.**

**Supervisor-Inventory Management.**

**(Store/Sub-Store/Shops and Warehouse). Oct ‘2015–Oct 2016**

Discount Walk-In Store, is a multi-format Supermarket Store providing a wide range of quality products across categories such as food, personal care, fashion, home essentials, electrical and electronics to its key consumers.

* Overseeing and ensuring maintenance of stock level accuracy at the shops, stores and warehouse.
* Lead Stock Audit for (Daily, Quarterly, Annual and External Stock Audit)
* Handling a Audit Team Management
* Controlling on Stock Receiving ,Container Receiving, Supply Goods, Price Checking by Physical verification
* Ensuring Shops & Warehouse is maintaining all registers up to date-GR, daily dispatch, received consignments, processed bills, returns & damages from stores etc.
* Conducting surprise inventory count at the stores
* Daily Bills and Cash Audit
* Resolving all issues is facing on bar codes, PO's

**All MIS Duties:**

**Reports:**

* Daily Sales Reports
* Shift Wise Sales Report
* Daily Stock Count Report
* Stock Inward and Outward
* Stock Take Reports
* Daily Stock Variance Report
* Shrinkage Report (Damage and Expiry on Daily Basis)
* Advance in Excel: Vlookup, Hlookup, Pivot, Dashboard and Macros.

**Doha, Qatar.**

Qatar Duty Free Company (QDFC) has unveiled a world-class Retail proposition for passengers travelling through Hamad International Airport, starting from the full beginning of operations at the airport onMay’27 th 2014 Qatar Duty Free now offers passengers unprecedented access to selected designer labels, high street Fashions, electronics, gourmet foods and much more. With bespoke QDF concepts as well as an impressive array of boutiques from international brands, the retail proposition at HIA has pushed the boundaries of innovation, redefining travel shopping to create an enriching experience for its passengers

* **Led Stock/Inventory Agent. Jan ‘2014 –Oct’2014**
* Assist with activities related to the Stock and Inventory Control function. Drives inventory accuracy by executing strategy provided by Inventory Control Lead.

**Essential Duties and Responsibilities include the following. Other duties as assigned.**

**Departments: Food and Beverages, Perfume and Cosmetics, Toys, Electronics and Luxury Items .**

* Conducting Quarterly stock take.
* Handling Team of 10 Members.
* Ensure proper use of airline equipment handed over to the caterer and inventory of items on defined frequencies.
* Cash Report and Bill reports (Physical Audit)
* Control on Stock Transfer from Distribution Centre to Warehouse, Shop Floors and In-Flights.
* Reconciliation of Shortage Stock.
* Verification of all promotion registers.
* To assist in conducting annual stock taking in warehouse and stores.
* Control and disposal of damages and coordinating with insurance authorities.
* Training of new staff and inform them all procedural aspects.
* Coordinate with all departments during off sale.
* Coordinate with internal, external and stock auditors with regard to Stocks.
* To ensure proper documentations are made and maintained of all Stock moments.
* To ensure necessary stocks are available at all times.
* All MIS report submission

Hyderabad, India.

**Stock Controller**

* Worked as a **Stock Controller** at **Hyderabad Duty Free International Travel Retail**at Hyderabad International Airport from **Mar ‘2012 –Jan’2014**

**The following duties are considered essential for this job classification:**

* Daily Physical Count of Stock and Auditing on Daily Transactions’ STOCK Receiving and handed over in the Floor.
* Merchandising Stock before Taking Stock Audit.
* Verification of Stock related documents.
* Coordinating with all other departments’ supervisors for inventory related issues.
* Reissue the Barcodes of Products.
* Submitting MIS reports to Management.
* recommend hiring and disciplinary actions to management;
* assist with the preparation of performance evaluations;
* check shipments for condition, shortage and discrepancies and prepare reports;
* determine those supplies and material appropriate for stores inventory and non-stores storage by facilitating and participating in user group meetings, interacting with end users and Purchasing staff, and reviewing usage data and storage space limitations;
* manage bar code inventory tracking system;
* Ensure on an ongoing basis proper inventory levels and reorder points.

**Strengths:**

* Ability to work well in a team.
* Good Communication and Presentation skills.
* Good Analytical and Grasping skills.
* Taking up new Challenges.

**Technical Expertise:**

* Operating Systems : Windows XP
* Advance In MS Office : **Excel: If function with AND/ OR , Sumifs, Countifs, Averageifs, Slicer, advance filter, Data drop list, V lookup, H lookup, Macros, Pivot, Chats, PPT Quarterly, Annual meet.**
* Packages : Ms-Office. Tally, Wings, Navision, Ax

**Personal Profile:**

**Name :** Arshad Shahbaz Mohammed

**Father’s Name :** Mohammed Sadiq

**Date of Birth :** 29-06-1988

**Gender :** Male

**Marital Status :** Married

**Correspondence Address :** H.No: 8-2-131/3, Mailardevpally,

Rajendra Nagar, RR Dist Hyderabad-500005,

Telangana.

**Passport No** : K3609624

**Hobbies :** Play cricket, 8Ball Pool, Chess, Caroms, Football, Table Tennis.

**Languages Known :** English, Hindi

**Nationality :** Indian.

**Declaration**

I hereby declare that all the particulars and details provided are true to best of my

Knowledge.

**Place: Hyderabad**

**Date: Arshad Shahbaz Mohammed.**