



Mohmed soheb Leacataly

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📍 308 2 kasowad Street varkund nani daman, 396210 Daman

Profile

Daman

I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying. * 19 years + of overall experience in Supply Chain - Ware Housing & Inventory Management * Distribution and Expiry Mgt * Ware House operation - Inward/outward, co-ordination with logistic partner, * Preparation of MIS reports * Excellent computer skills including ERP (SAP) * Good interpersonal skills and inter departmental coordination * Result-oriented and ability to follow through on committed tasks * High degree of self-management, personal organization skills and discipline People Management skills * Excellent communication skills * Ability to work in teams with varied functional/technical knowledge Strong analytical capabilities. * Ability to relate data to business situation.

Education

Secondary school	Mar 1999 - May 2000
Institute of our lady of fatima convent school, Daman	
Higher secondary	Mar 2014 - May 2015
Madurai kamraj university, Manipal, Madurai	
Pursuing Graduation BCA	Mar 2024 - Present
Sunrise University, Alwar	

Employment

Sales assistants	Aug 2009 - May 2010
Marks and Spencer food UK, London	
It was very good opportunity to work with marks and Spencer store, as a biggest and with largest networks and branches having its own manufacturing and packing plants and also collaborated with lots of companies to sale their products * Responsible for receiving all incoming material from carriage van till store after verifying all the	

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Personal details

Date of birth
July 9, 1982

Driver's license
DD0320020000993

Gender
Male

Nationality
Indian

LinkedIn
linkedin.com/in/mohmed-

Skills

Computer operations

Excel

Microsoft office

Word

SAP

analytical

Excellent communication skills

coordination

organization skills

committed

Good interpersonal skills

self-management

Result-oriented

work in teams

oriented and ability to follow through on committed tasks * High degree of self-management, personal organization skills and discipline People Management skills

material * Maintaining whole store with hygiene's * Check all the materials expiry date and maintain no expired material should be remaining on the display area * Tilling and handling customer service with proper way of communication * Helping customers with finding appropriate products * Maintain store and warehouse stock with FIFO rules * Monthly physical stock taking of all products * Maintain with proper work environment * Maintain with personal hygiene

Officer warehouse management

Mar 2014 - May 2018

Meril life science india pvt.ltd, Vapi

It was very good opportunity to work with Meril Life Science Ltd a Part of Bilakhia group which is into the manufacturing of stents in Supply Chain Department as SCM analyst with Following Roles and Responsibilities * Handle all reporting work for warehouse * Checking of Incoming Material from Vapi Mfg plant and Entry of incoming Material in SAP * Preparing of MRN (Material Receipt Note) * Responsible for Material transfer to FG store * Maintain FIFO system (First In First Out) * Responsible for generating SAP Invoice & DC for dispatches planned. * Responsible for dispatch details Email communication (Product, Qty, Courier Company, AWB/Tracking no, Dispatch date, etc) to concerned Depot In charge, Sales Personnel, Department Head and Business Head. * Responsible for receiving return goods from regional depot and maintain records * Responsible for receiving expired goods from regional depot, maintain records and send expired goods to Meril Vapi Mfg Plant for further action * Responsible for maintaining stock and reporting to Warehouse Incharge

* Responsible for daily reporting to Warehouse In-charge * Weekly physical stock taking of all products * Responsible for proper housekeeping of Finished goods store and office * Responsible for maintaining proper work environment * Responsible for maintaining personal hygiene * Responsible for Material transfer to FG store and maintaining FG records

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* Maintain FIFO(First in First Out) system * Responsible for dispatch details Email communication (Product, Qty, Courier company, AWB/Tracking no, Dispatch date, etc) to concerned Depot In charge, Sales Personnel, Department Head and Business Head. * Responsible for All dispatches of Domestic on Time. 1) Branch Transfer 2) Consignment Sale(Hospitals And Distributors) 3) Direct Sale (Distributors) * Responsible for receiving return goods from regional

Languages

English

Gujarati

Hindi

Portuguese

Urdu

Hobbies

- Read books
- Play volleyball
- Watching cricket
- Movie
- Traveling

depot and maintain records. * Responsible for daily reporting to Warehouse In-charge and Head Of Department * Daily reporting - Inward , Outward , Back orders to Warehouse Incharge and Head Of Department * Responsible for Record keeping of all Invoice / D C with customer purchase order/email * Responsible for Patient invoicing- As Per Details From Sales Person and need to bill those Products to patient * Maintain Patient invoice Request File with all Information of Patient. * Responsible for receiving return goods from Hospitals and Distributors and Inward of those Products * Responsible for All Courier Tracking till Consignment Reach their Destination * Responsible for All Courier Proof Of Delivery Receipt * Responsible for Form 402 and Form 403 For All Consignment Belong

Order execution Management officer

Oct 2022 - Present

Meril life science pvt.ltd, Vapi

Presently I am working with Meril Diagnostics Pvt. Ltd a Part of Bilakhia group which is into the manufacturing of Diagnostics material in Export order Management Department as SCM analyst with Following Roles and Responsibilities * Responsible for All dispatches of Export orders and e commerce orders on Time * Responsible for communication with finance team, production team, and logistics team, to complete the order process on time, * Responsible for providing Pro forma Invoice on time. * Responsible for transaction confirmation with Accounts Department and invoice and dispatch the Order. * Responsible for dispatch details Email communication (Product, Qty, Courier Company, AWB/Tracking no, Dispatch date, etc) to concerned, Sales Personnel, Department Head and Business Head.

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