

IRFAN MOHAMMED ISMAIL



Objective

Challenging and dynamic with passion and experience in Safety, operations, logistics and e-commerce. I am a strong planner, problem solver and a detail-oriented team player. Looking to gain more knowledge and apply my skills to achieve organizational success.

CONTACT INFORMATION

Iqama: Number 2408675326 (Transferable)

Passport: number V3651891

Driving license : Private (valid 2028)

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ACADEMIC BACKGROUND

Elite institute

Diploma in Accounting (Tally, Wings, Focus, ERP & Payrolls)
From- Elite Institute of Management, Hyderabad | INDIA

- Graduated in 2014

Osmania University

Bachelor in Applications degree | HYD - INDIA

- Graduated in 2015 with honor degree

- 3.6/4

CERTIFICATES

SKY TRAVELS

Certified Standard Diploma

IND | 2014

Diploma

Certified Diploma in (Accounting, AMADEUS, GALILES) as Admit & TL

IND | 2015



Currently working in Fedex Sab Express LLC as Station Agent, Dispatcher year OCT 2023 NOW 2025

Station Agent

- Ensure to cover daily commitment shipments need to delivered on time
- Reports the wrong Receiving case
- Dispatching the shipment accurately on priority basis
- Preparing and providing the plans of stock locations.
- Verify waybills, packing slips and palletized products based on account.

Key Responsibilities

- Ensure inventory Accuracy.
- Ensure products are put away in the proper location and in a safe place to avoid damages.
- Ensure glassware items have fragile stickers to acknowledge the picker. • Focus on consolidation, one item in the less locations and manage the floor based on the Item class.
- Reports the wrong Receiving case.
- Maintain Weekly Reports

Inventory Controller & Safety Officer

SOUQ.COM since 19 July 2016 to present changed to Amazon OCT2023



7years, 4 month Experiences

- As inventory controller I was responsible for monitoring the stock of warehouse by performing cycle count to maintain inventory Accuracy and quality Assurance.
- Also have an experience of monitoring the inventory of High value Product.
- Clearing the Mismatch/Miscounted Issues if any and at same time investigate the causes and take corrective measures.
- Resolve the Issues which were omitted from the outbound like damages during Picking/Sorting Packing and maintained the tracker for the record.
- Leader in the ICQA FC8 and handling all the inventory.
- Distribute the daily task to the team of 5 Staff.
- Manage the Inventory and consolidate the stock and provide the empty space at least 25% to support Inbound.
- Planning the weekly IRDR and rectifying the inventory defects and reports.
- Prepare the CBM Template and report.
- Clearing all the inventory related Issues.
- During migration of Non-sortable items in the new FC8 and I was alone managing the floor and arranged the stock as per the Chamber Requirements.
- Plan day to day Cycle count activity for all chambers.

Role –Inbound Receiver, Return, and Marketplace

- Overseeing arrival of shipments from courier.
- Receiving returns shipment from the courier.
- Scanning all the shipments received in the excel sheet.
- Reconcile all the shipments documents.
- Return all the daily shipments to Seller.
- Answering Seller calls and solving the issue about the shipment.
- Responsible for all the returned items put away properly.
- Monitor and motivate staff.
- Downloading of P.O.
- Receiving of product in p.o

Technical Skills

- MS Power point
- MS WORD
- MS Office
- MS Excel
- ERP systems