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**Meraz J. Sheikh**

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**Profile Summary**

* Professionally qualified dispatcher with over 3 years’ experience in the commercial & industrial sectors of steel industry.

~ Dispatching ~ Inventory Management ~ Reporting and Documentation

~ Production ~ Operations ~ Team Management

~ Quality Assurance & Control

* Adept at handling day to day activities in co-ordination with for ensuring smooth dispatching operations.
* Experience in updating data to maintain departmental record and databases.
* An effective communicator with interpersonal skills and experience in training and development of subordinates.

**Organizational Experience**

* Working as an **Operation Supervisor** in "**Mousa Yahya Mashraqi Steels**" at Riyadh, KSA and have experience in operating **Forklift** and **Overhead Bridge Crane.**

From: July 2015 - Present

Details: Loaded & unloaded goods, ensured goods are delivered in safe and sound condition, inventory management, documented the record of dispatches, recording of data physically and feeding the data Into the Computer, making invoices for the goods received and loaded.

* Worked as a **Dispatcher** in "**JDS Engineering Works**" at Andheri, Mumbai.

From: June 2014 – June 2015.

Details: Physically checking the inventories, receiving work orders from the customers and dispatch them to personnel and making invoices.

**Key Result Areas**

* Managed and supervised warehouse operations.
* Assigned, prepared, and monitored work schedules, duties, tasks, and responsibilities of warehouse associates and staff.
* Maintained appropriate inventory levels and product loss/damage control.
* Planned, coordinated, and directed storage activities; allocated necessary space for stock rotation.
* Examined merchandise materials; protected and maintained warehouse inventory.
* Recommended and enforced safety regulations and procedures.
* Provided quality assurance and customer satisfaction.
* Assigned work schedules for workers as per their area of work.
* Received work orders and tenders from superiors and dispatched them to personnel.
* Maintained communications with superiors and workers to sort their work related issues and doubts.
* Estimated workforce requirement for desired work.
* Documented records for dispatches including charges incurred.

**Academic Details**

* Diploma (Mechanical) from AESCOET Pune of M.S.B.T.E Board with 81.19 %.
* H.S.C with 49% in March 2012 (Mumbai Board).
* S.S.C with 86.15% in March 2009 (Mumbai Board)

**IT Skills**

* Well versed with MS Office Word, Excel and PowerPoint.
* Setting up, booting and trouble shooting an OS and computer.
* Well versed with hardware and assembly of computer.
* Software installation and trouble shooting.

**Academic Project**

Title: Electromagnetic Braking System

Description: Electromagnetic brakes are the brakes working on the electric power & magnetic power. They work on the principle of electromagnetism. These are totally friction less. Due to this they are more durable & have longer life span. Less maintenance is there

**Personal Details**

Date of Birth : 11th September, 1992

Marital Status **:** Single

Language **:** English, Hindi, Marathi and Arabic.

I hereby declare that the above mentioned statement are true and correct to the best of my knowledge and behalf.

Date: Signature: