

MOHAMMAD ZAHID PERWEZ

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Passport No. B8953980(2023-2033) INDIA

Team leader Trustworthy with 15 years of practical experience and dedicated workethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines

Experience



TEAM LEADER 04/2013 to 01/2022

TELESONIC NETWORKS LTD, INDIA (New Delhi-Gurugram)

- Motivate and coach employees to meet services like Inventory management, Material, Vendor, Warehousing, Stock & Reconciliation
- Oracle/ERP system based Maintain accurate inventory.
- VERIFICATION-Work order, PR, PO, INVOICNG Offline & Online
- Coordinate-Stake holder & Supplier
- Coordinated workforce activities and monitored operations to identify and mitigate potential inefficiencies.
- Maintained excellent employee satisfaction by creating positive, friendly and supportive working environments.
- Strategically managed inventory and supplier relationships to minimize waste and purchasing costs.
- Escalated customer complaints to management for positive resolution.

TEAM LEAD-SUPERVISOR 08/2009 to 03/2013

ALCATEL LUCENT NETWORKS MANAGEMENT, INDIA-New Delhi

- Accurate and timely progress reporting according to the schedule as specified by the Project Management
- Co-ordination with all the supporting departments for smooth work within timelines,
- Center wise MATERIAL & VENDOR'S BILLING related reports.
- Audit the bills of vendors in ERP/ WMS, SAP software and maintaining the records of the same.
- Working in Excel, making weekly & monthly basis reports of work done
- Reconciliation of material (Issuance and Booking)
- Audit the bills of vendors and maintaining the records of the same
- Verified that teams carried out tasks in compliance with company regulations.

EXECUTIVE

BHARTI AIRTEL, INDIA-New Delhi 08/2005 TO 08/2009

- Oversaw day-to-day functioning of Deployment operation.
- Reviewed reports, recommendations and requests from subordinate leadership.
- Bill process Location wise
- Vendor Bills & Material Consumption.
- Supervise Day to Day Material consumption for vendor locator.
- Material movement between service partners for inventory control.
- Material verification for vendor Bills related & work order wise.
- MIS (PROVISION, CONSUMPTION & BILLING)
- Audit the bills of vendors and maintaining the records of the same
- MIS (making daily & monthly basis reports (MIS) of work done)

Skills

- Results-oriented
- Team leadership
- Effective Communication
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

Bachelor of Science: 2002
MAGADH UNIVERSITY, GAYA-BIHAR

Working Field

- INVENTORY
- WAREHOUSE
- STORE
- Project management
- Vendor management
- ERP/WMS/SAP
- Forklift

Information

MARITAL STATUS- MARRIED

DATE OF BIRTH-02-JAN-1980

LANGUAGES- English, Hindi & Urdu