

MISBAH MIRZA

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EXPERIENCE

APR 2022-PRESENT

SHIPPING COORDINATOR, SIMPSON PRINTS

.Responsible for all shipping and receiving.
.Shipping domestic and internationally on UPS,FEDEX and PURALATOR.
.Making custom papers.
.Working closely with different departments like production ,Digital ,Zund, Bindery and kitting to ensure shipments goes on time.
Responsible to check every single order according to their Dockets and Purchase orders.

NOV 2019 – APR 2022

PURCHASING ASSOCIATE, JEFFERSON ELORA CORPORATION

- Responsible for all purchasing, receiving and stocking.
- Performing all MRO related work
- Maintain a good relationship with all suppliers and associates.
- Obtain quotes and generate orders.
- Perform cycle counts.
- Assist associates with questions regarding products purchased and stock items.

JULY 2017 – NOV 2019

WAREHOUSE SUPERVISOR, DIONO CANADA

- Coordinate with carriers and customer service to maximize service to customers and operational efficiency while minimizing disruptions and cost.
- Ensure company and carrier compliance of customer replenishment and product delivery policies and procedures.
- Monitor and liaise with production, purchasing and customer service team to effectively service customer needs.
- Monitor and report on customer order fulfillment performance; report on successes and failures and suggest improvements.
- Proactively resolve issues that impact internal or external customers.
- Coordinate and ensure appropriate export and import documentation including commercial invoices, bill of lading, certificates of origin and other related / required documents.