



CONTACT

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SKILLS

- Product scanning
- Stock management
- Target driven
- Warehouse picking
- Labelling
- Manual handling
- Fresh produce handling
- Loading and unloading techniques
- Forklift and pallet machinery operation
- Self-motivated
- Damage control
- Fast-paced picking and packing
- Warehouse operations
- Warehouse Management Systems proficiency
- Palletising
- Machinery operation
- Quality Control
- Assembly and production
- Lifting and sorting
- Shipping and receiving
- Purchase order verification
- DOT regulations
- Warehouse Management System
- Order picking and processing
- Delivery scheduling
- Quantity calculations
- Safe and efficient driving
- Loading and unloading
- Wrapping and boxing
- Box lifting
- Labelling and boxing
- Safety compliance
- Logistical planning

ABDUL MABOOD

PROFESSIONAL SUMMARY

Self-motivated Warehouse Operative & supervisor offering effective and efficient picking and packing to deadline. Delivering outstanding attention to detail in a fast-moving facility for continued excellent results.

WORK HISTORY

Warehouse Supervisor

12/2017 – Current

Annabi Tufail kirana & Genral Store – Balrampur, India

- Oversees warehouse operations.
- Uses common warehouse management systems.
- Hires and manages warehouse associates.
- Organizes and leads warehouse training.
- Follows the standard operating procedures.
- Sets the shift schedule and daily assignments.
- Develops and improves warehouse processes and procedures.
- Supervises packaging, receiving, and shipping activities.
- Completes packaging, receiving, and shipping tasks as needed.
- Tracks in-bound and out-bound inventory.
- Orders new supplies and equipment.
- Collaborates with the customer service team and other departments.
- Escalates issues to managers and recommends potential solutions.
- Ensures the team follows company policies and procedures.
- Makes sure the team adheres to Occupational Safety and Health Administration safety regulations.
- Provide a safe working environment, adhering to Health, Safety and Environmental procedures and ensuring they are understood and practiced by the team at all times
- Plan, co-ordinate and monitor the receipt, storage and dispatch of goods
- Ensure orders are processed efficiently and that the delivery of materials meets customers timescales/requirements
- Supervise and control order picking, goods in, goods out operations to ensure accuracy with minimum handling and stock damage
- Organised, facilitate and manage stock takes at regular intervals
- Ensure that all relevant procedures and processes are followed and adhered to in line with the Company's procedures and requirements
- Responsible for driving Standard Work and ensuring quality processes are implemented to ensure a "Right First Time" product to the customer aligned with their expectation
- Deliver the product to the customer on time, every time using appropriate methods.
- Obeyed weight restrictions when loading cargo into transport.
- Used conveyor systems to move heavy items across internal spaces.
- Followed safety guidelines when operating in hazardous environments.
- Completed basic maintenance on material handling equipment, minimizing downtime with regular care.
- Stacked and organised freight at specified areas using boards or pallets.

- Warehouse environment safety
- Route deliveries
- Materials handling and transport
- Inventory organisation
- Warehouse maintenance
- Safety regulations expertise
- Just In Time stock control
- Target-driven
- Team leadership and motivation
- Packing and picking
- Warehouse processes
- Eye for accuracy
- Warehouse operations coordination
- Excel proficiency
- Routing
- Logical reasoning
- Coordination
- Budget analysis
- Systems evaluation
- Schedule development
- Shipping and receiving operations
- Cost reduction
- Logistics
- Stock counts
- Material handling
- OSHA regulations
- Warehouse safety
- Quality control
- Production planning
- Documentation
- Distribution and warehousing
- Data analysis
- Carrier negotiations
- Waste controls
- Route optimization
- Database Management
- Microsoft
- Tally

LANGUAGES

English: Native language

ADDITIONAL INFORMATION

- Sales consultant course from **Vikas Kosal Prichan**, India. 2022
- **News10 India Portal All Network**. Balrampur, UP. India. 04/2021

Warehouse Operative

07/2012 - 11/2017

Jai Dev Prasad Sindhi Provision Store - Balrampur, India

- Completed work following safety rules for best working practices.
- Exceeded targets for items picked by performing thorough checks to maintain excellent quality assurance.
- Picked, packed and dispatched high-volume orders, consistently exceeding warehouse performance targets.
- Independently worked through high-volume orders using initiative and self-motivation, consistently hitting deadline targets.
- Maintained high levels of cleanliness in working areas, meeting compliance standards for health, safety and hygiene regulations.
- Listened closely to instructions, carrying out fast-paced picking and packing in line with targets.
- Undertook regular stock checks to ensure quality and safety standards for continued compliance.
- Coordinated stock deliveries to maintain stable product lines.
- Attended Health and Safety training to ensure consistent adherence to warehouse safety policies.
- Accurately and efficiently picked and despatched products, exceeding time and accuracy targets.
- Accurately collected goods from various warehouse locations, working with precision and care to minimize order errors.
- Optimized storage areas to maximize access and meet different weight, size or shape requirements.
- Minimized product damage, ensuring goods were correctly handled and stored to task specifications.
- Perfectly stacked and arranged deliveries to ensure proper item security and staff safety.
- Reported issues and damages to senior warehouse staff, enabling prompt, effective resolutions.
- Picked and packed fresh produce with care and attention, handling raw meat and fish safely and hygienically.
- Conducted quality assessment before transporting goods, assessing for breakages or imperfections.
- Followed safety standards for carrying, moving and storing freight.

EDUCATION

Master of Arts, 2011

Masters - India

Bachelor of Arts, 2009

Graduation - India

Intermediate, 2006

Senior Secondary School Education - India

Matric, 2004

Secondary School Education - India

EXTRA COURSE

- Course on Computer concept **NIELIT**, India. 02/2022

HOBBIES

- Room decorating, Social worker & Travelling