

ABUBAKAR BILAL

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Visa Status: Company owned visa || Emirates ID: 784-1989-6998803-3

Linked in II <http://www.linkedin.com/in/abubakarbilal24>

Professional Summary

Results-driven and highly skilled professional with six years of dedicated experience in the Warehouse and Logistics Outbound Department. Demonstrated expertise in optimizing supply chain operations, streamlining processes, and enhancing overall efficiency. Proven track record of successful cross-functional collaboration and adaptability across diverse sectors. Adept at leading teams, managing complex logistics, and ensuring timely delivery of goods. Possesses a comprehensive understanding of inventory management, order fulfillment, and transportation logistics. Seeking to leverage this extensive background to contribute to a dynamic organization's continued growth and success.

SKILLS

SAP ERP (LE Module)	MS Office 365	Time Management	Team Work
Self-Motivation	Problem Solving	Positivity	Organization
Leadership	Emotional Intelligence	Decision Making	Creativity
Communication Skills	Adaptability	Active Listening	

EXPERIENCE

Core Colleague

10/2023 – till Now

NOON E-COMMERCE UAE (NOON MINS)

- Ensure on time deliverance of orders to customers.
- Ensure Inventory Management includes stock take accuracy.
- Responsible for Inbound stock includes Vendor Receiving & receiving stock from Warehouse
- Outbound operation Movement of stock back to Main warehouse
- Handling Operational work such as inspection of expiry stock, fruits and vegetables quality checking, temperature of chillers and freezers.
- Documentations includes invoices maintaining and upload it on time for PO generation.

Technical leads (Data Punching Operator)

04/2015 – 08/2023

FRIESLAND CAMPINA ENGRO FOODS LIMITED

Reporting & Documentation

- Responsible to make AFS report for sales Team on daily basis.
- Reporting on the basis of AFS versus Ordering, make date wise shortage access ordering report.
- Shift wise dispatch report to find the efficiency of outflow.
- Verify invoices of the product deliver to the customer.

Logistics Operator

- Responsible to move stock from warehouse to warehouse/distribution.
- Arrange vehicles on the basis of market ordering.
- Follow up includes the responsibility to ensure the timely availability of the vehicle gate in and out time till reach to the distributor.

Warehouse supervisor**04/2015 – 03/2017**

- Inventory Management includes receive stock from production and assigned bins ensure 100% accuracy & FEFO compliance.
- Ensured minimize damages if happening then move stock back to production for reprocessing or consider that to total lose.
- Responsible to keep MHE's like bandies, fork lifter and jennies up to date & keep check on hygiene.

ADDITIONAL EXPERIENCE

Data Management Operator**12/2014 – 04/2015**

BANK ALFALAH LIMITED

- Responsible to verify all data including bank slips, cheques, and demand drafts that use in banks operation and report it to head office via scanning copies.
- Verify all data related to bank transaction including proper signature, amount, and dates of transaction and mailed to head office to avoid from audit objection.
- Ensure that all data should be sorted out accordingly.

Sales Consultant**04/2012 – 01/2013**

EFU LIFE INSURANCE

- Responsible to contact with potential customers to avail life insurance policy.
- Responsible for providing consultancy regarding life insurance.
- Provide after sale services to make strong customer relationship

EDUCATION AND QUALIFICATION

BACHELOR of LAW (L.L.B.)

Baha-Uddin Zakariya University

2014-2016

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A hon.)

COMSATS Institute of Information Technology

2008-2012

LANGUAGES

- Urdu (Native)
- English (Moderate)
- Hindi (Fluent)

REFERENCES

Available upon Request