

Muhammad Asif Luqman
Ramsa Building Almnakh Park near Indian Association Building Almnakh Sharjah UAE, Sharjah ,
United Arab Emirates
+971545412818
asifluqmanm@gmail.com

Dear Mr/Ms. Hiring Manager

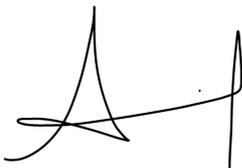
I would like to introduce myself as an applicant for the Warehouse Store position. As an experienced warehouse worker, I am confident that this is an excellent place for me to utilize my skills.

During my previous role in a warehouse position at GENERALTEC, my responsibilities included shipping and receiving products, preparing orders, sorting, placing, and organizing items, taking inventory, and upholding all safety standards. Safety has always been one of my biggest priorities in the workplace. I am meticulous, and I take the time to finish the job correctly. Over the course of my professional experience I became more efficient, and I can now complete detail-oriented tasks correctly and in a short period of time.

My professional skills expand beyond my warehouse operation abilities. I also possess valuable attributes such as stellar communication, dependability, punctuality, and professionalism. I have adequate knowledge of data entry and equipment repair. I also have exceptional vision and have made it a priority to stay physically fit, as this career path requires a lot of heavy lifting, pushing, and pulling.

Thank you for your consideration of me as a candidate for the Warehouse position at your company. I look forward to hearing more about the company and the expectations of the Warehouse position.

Sincerely,



Muhammad Asif Luqman

MUHAMMAD ASIF LUQMAN

Sales Marketing And Store Warehouse
Activity

I am an honest self motivates and hardworking boy for positive attitude to ward my careers and my life Ability to understand requirements Experience in accounts field Supply Chain Management Having knowledge of invoicing . Sales and markeeting Flour Incharge Production Floor management Working



Experience

2013 - 2016 **Administration | Unity Food Limited**
Experienced Accountant And Inventory with a demonstrated history of working in the food production industry. Skilled in Operations Management, Microsoft Word, Sales, Warehouse Operations, and Management. Strong

2017 - 2018 **Hivet Pharmacistical | Sale Promotion Officer**
Responsible for sharing technical information with veterinarians, analyzing, developing and implementing sales goals and plans, maintaining and growing the market share within a specific sales territory, executing marketing meetings with sales team, developing a territory.

2019 - 2020 **Eterna International | Area Sale Officer**



Contact Me

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Building Almnakh
Sharjah UAE
Sharjah ,United Arab
Emirates
- [linkedin.com/in/rao-muhammad-asif-635570164?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app](https://www.linkedin.com/in/rao-muhammad-asif-635570164?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

Awards

Sale of the year
Achievement Award 2019
From Hivet Pharma

Skills

Microsoft office. Microsoft

Optimize calls to customers and executes sales business plans

Ensures that sales targets for assigned products are achieved.

Actively promotes the company, assigned products, and services.

Conducts, sets up, monitors, analyzes, interprets, and communicates the results of trial protocols.

Creates, maintains, and updates customer profiles, customer marketing plans, and rolling sales forecasts.

Manages programs/activities and budgets to stay within standards.

Establishes and develops close and intimate relationships with customers and other decision-makers.

Validates and documents customer product complaints and, when appropriate, facilitate the dispatch, destruction, or disposal of defective products.

Monitors local market conditions for changes that impact the business.

Utilizes CRM tool and supporting analysis to plan activity, report and monitor samples, and maintain the account.

Demonstrates high ethical and professional standards with all business contacts in order to maintain BI's excellent reputation within the animal health community and internally

outlook. Business Sap. SAP for Hana . Intersoft

Languages

Urdu Hindi Arabic English Punjabi

Interest

Traveling..Horse Riding.Books Reading.Video Graphy

References

Tanveer Ahmed Al Amaan Trading LLC

Completes all daily administrative responsibilities as directed by management

2019 - 2020 **Sunridge Foods | Floor Incharge**

all interlinked activities and processes required, from the production of raw materials or inputs, to the finished products or outputs communication between departments and being able to monitor and update existing workflows to ensure production is running smoothly and efficiently and that tasks are completed on time responsible for creating and maintaining production schedules, ensuring that materials and resources are available to meet production targets, and coordinating with various departments to ensure smooth production processes.

2020 - 2022 **Unity Foods | Procurement Officer & Store Incharge**

Providing Weekly MIS on Stock Positions, Stock Coverage and Pipeline stock to management for timely action.

Providing Weekly and monthly MIS on Near expiry stock to respective cross functional teams for timely action.

Ensures proper recording of Purchase in system including all the stock related expenses are reflected correctly.

Maintains proper control on Promo Packing such as stock movement, costing and variances.

Coordinating with Brand team on liquidation of Near Expiry stocks lying in warehouse and Minimizes wastages.

Leading the Stock Count activities across the warehouses to ensure proper stock position is reflected by the books.

Coordinating with IT department on system related development and issues.

Creation of New Brands, New SKUs, Merchandising Category in system, Bar code creation, mapping of new SKUs with warehouse system.

Maintaining proper control over Non-trade Inventory, packing Material, Factory Raw Materials and Ingredients by ensure regular physical stock counts and submitting report on variances with root cause and proposed resolution.

Proper reconciliation of stocks between SAP and EWM and proper implementation of SOP's. • Managing and leading a team of inventory accountants by assigning tasks and monitoring daily operations

August 2022 - December 2022 **Quality Wipes LLC Umal Quain | Floor Incharge Assistant**

Check daily Production Avail the RAW materials from store creat Daily Finish Goods Reports comunicte with Machine operator and QC Team check Badge Number Date wise Responsible for All finish Good Despatch to Parties and Customer method of Lifo And Fifl responsibility for the day-to-day management of a department or store in accordance with overall company policy. The main focus of any Retail floor manager jobs is to improve the commercial performance of the store by increasing its turnover and maximising profitability.

December
2022 - till now

Gareen Square Electric Device LLC | Store And Warehouse Assistant

Replenish supply inventories following established guidelines of the company

Maintain a neat, clean and safe working environment as per government regulation

Manage the store layout

Supervise other staff members and keep a record of sales

Receive, upload and shelf all supplies

Perform stock related duties like returning, packing, labelling and pricing goods

Inspect deliveries for discrepancy or damage

Report damaged inventories for record-keeping and reimbursement

Rotate stock and dispose of surplus and expired quantities

Coordinate and handle freight and movement of equipment

Keep an organised allocation of inventory placed in warehouse and store

Cross-verify the monthly report at the end of each month

Ensure proper completion of documentation to place an order and make a purchase

Generate a material received report (MRR) timely

Ensure storage of goods follow the first in first out (FIFO) method

Under direction, performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; and performs related work as required.

receiving, storing and issuing of materials. It involves supervision of the clearance of incoming supplies, to ensure that they are maintained in good condition, safety and readiness for use when required while they are in storage and issuing them against authorised requisitions.

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Keep stock records · stores. Issue material · Repair And Maintenance · receivables · Store Management · repa parts and equipment for installation.



Education

- 2009 - 2012 **New Pak College Of Commerce Okara Punjab Pakistan | D Com**
- 2006 - 2007 **Superior High school Okara Punjab Pakistan | Matric Science**
- 2004 - 2006 **Jamia Farooqia Okara | Hafiz E Quran**



Projects

2014 - 2016

Unity Foods | Oil Refinery Solvent Plant

Installation new Solvent Plant Based on company Requirements basic Equipment

2021 - 2022

Chahat Food Industry | Oil Divine Solvent Plant

A Project of Chahat Food Industry Install a New Solvent Plant Based on the Requirements of the Canola and Sunflower Oil Production

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