

# ADEEL RASHID



## OBJECTIVE

Being a part of a growth-oriented organization, under challenging conditions, using my skills as a responsible & efficient person in a professional environment.

## PROFESSIONAL SUMMARY

Results-driven Warehouse Manager with 10+ years of experience with a proven track record of effectively managing warehouse operations and optimizing logistics processes. Strong leadership abilities combined with in-depth knowledge of inventory management, transportation, and warehouse best practices. Skilled in leading cross-functional teams, implementing process improvements, and ensuring operational excellence. Proven success in reducing costs, improving inventory turns, and enhancing performance through system enhancements. Adept at implementing and managing inventory audits/cycle counts.

## EXPERIENCE

### SAND BLOOM PVT. LTD Warehouse Manager (FMCG)

(JAN'21 TO MAY'23)

- Oversee and manage day-to-day warehouse operations, including receiving, storage, order picking, packing, and shipping of FMCG products.
- Ensure adherence to standard operating procedures (SOPs) for efficient and safe warehouse operations.
- Optimize space utilization and layout to maximize storage capacity and facilitate smooth material flow.
- Lead and manage a team of warehouse staff, providing guidance, training, and performance evaluations.
- Foster a positive work environment, promoting teamwork, accountability, and continuous improvement.
- Implement and maintain inventory control systems to accurately track stock levels, minimize stock outs, and reduce inventory holding costs.
- Conduct regular cycle counts and periodic physical inventory checks to ensure inventory accuracy and reconciliation.
- Coordinate with logistics providers and transportation teams to ensure timely and accurate delivery of products to customers.
- Optimize transportation routes and logistics processes to minimize costs and enhance efficiency.
- Ensure compliance with quality control standards and procedures to maintain product integrity and customer satisfaction.
- Implement best practices and operational enhancements to drive operational excellence.
- Maintain accurate records of inventory transactions, warehouse activities, and performance metrics.
- Generate regular reports on key performance indicators (KPIs) such as stock levels, order fulfillment rates, and warehouse efficiency.
- Collaborate with suppliers and vendors to ensure timely receipt of goods and resolve any supply-related issues.
- Manage e-commerce operations, including product listing and optimization.
- Ensure accurate and proper online product listing with correct data and images.

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**Location:** Dubai Investment  
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### Areas of Expertise

- Warehouse Management
- Inventory Management
- Supply Chain Process
- Operational Efficiencies
- Distribution Management
- Vendor Management
- E-Commerce

### Career Summary

- Proven ability to be a part of effective team
- Hard working able to multi task effectively
- Good communication, planning, analytical and presentation skills

### Appreciation Certificate

- Got Certificate of Appreciation during **BURHANI TRADE EXPO 2011** on the Soft Launch of **Sand Bloom (Pvt.) Ltd.**

### Software Worked On

- Tally. ERP 9
- BuzyWin 3.9 ERP
- Peach Tree Accounting
- MS Office
- CRM
- POS - ERP
- SAGE EVOLUTION - ERP

### Ecommerce Website Worked On

- Ecommerce – Takealot.com

### Personal Details

- Father Name: Rashid Hussain
- Date of Birth: July 5<sup>th</sup>, 1983
- Marital Status: Married
- Visa Status: Visit Visa (60 Days)  
Valid till 29th of September 2023

## **MISSING LINK EDUCATION (SOUTH AFRICA) (OCT'17 TO SEP'20)** **Warehouse Manager**

- Manage warehouse operations to ensure operational excellence in all areas.
- File incoming orders accurately and provide support documentation.
- Manage timely and competent stock ordering and delivery to meet client demands.
- Coordinate and follow up with the procurement department on order status.
- Track sales orders for on-time scheduling and dispatch.
- Lead a team in submitting departmental submissions.
- Supervise warehouse operations, including pick-pack and outbound activities.
- Oversee stock receiving, recording, shelving, and inventory transactions.
- Conduct cycle counts and reconciliation activities.
- Measure and report departmental effectiveness.
- Develop and maintain work instructions for tasks.
- Manage e-commerce operations, including product listing and optimization.
- Ensure accurate and proper online product listing with correct data and images.
- Execute routine e-commerce warehouse tasks, such as reception, organizing, QC, packing, labeling, and shipping.
- Continually review, analyze, and improve processes and efficiencies.
- Collaborate with senior management to review procedures and enhance customer's satisfaction.
- Resolve sales-related issues with customers.

## **LIBERTY BOOKS PVT. LTD (SEP'14 TO JUL'17)** **Asst. Manager Warehouse**

- Ensure operational excellence in all warehouse areas, including GRN, Sales Return, Billing and Stock Inward & Outward.
- Coordinate and follow up with procurement department on order status.
- Manage timely and competent ordering and delivery of stock to meet customer's demands.
- Lead a team of warehouse workers for receiving, recording, and managing stock movement.
- File incoming orders accurately and provide necessary documentation.
- Track and ensure on-time scheduling and dispatch of sales orders.
- Supervise warehouse operations, including pick-pack and outbound activities.
- Accurately log inventory transactions and oversee cycle counts and reconciliation activities.
- Measure and report the effectiveness of department activities.
- Develop and maintain work instructions for tasks.
- Create inventory forecasts for multiple retail locations.
- Maintain staffing and inventory levels.
- Maintain monthly performance reports and daily demand fulfillment reports.
- Decreased excess inventory by 30% through forecasting and ABC analysis.
- Collaborate with senior management to review procedures and maximize customer's satisfaction.
- Provide detailed analysis of collections performance and address sales-related issues with customers.
- Generate regular reports on key performance indicators (KPIs) such as stock levels, order fulfillment rates, and warehouse efficiency.

## SAND BLOOM PVT. LTD

### Supply Chain Executive (FMCG)

(JUL'10 To JUL'13)

#### Interests

- Gym
- Soccer
- Cricket

#### References

- Furnished Upon Request

- Manage, organize, and update relevant data using ERP database applications.
- Coordinate and control the order cycle and associated information systems.
- Assist in the organization's procurement functions.
- Verify purchase orders (POs) match incoming inventory and bills, and enter inventory bills against POs into BuzyWin 3.9.
- Ensure appropriate and efficient receipt and processing of inventory in the warehouse.
- Review and monitor daily and monthly analysis reports on delivery accuracy, shrinkage, stock levels, and stock aging.
- Ensure safety, productivity, and quality in all distribution operations.
- Supervise warehouse operations, including pick-pack and outbound activities (loading).
- Maintain consistent stock balances by adhering to strict inventory control procedures.
- Perform cycle counting and annual inventory count as directed by management.
- Minimize overstocks and remove obsolete/redundant stock.
- Analyze stock deviations and discrepancies.
- Ensure materials are ready and available for production as needed.
- Follow up on overdue or urgent deliveries from suppliers.
- Follow up on invoice payments with the finance department and prepare vendor reconciliation reports.

## AGN COMPUTERS L.L. (DUBAI-U.A.E)

### Asst. Accountant

(OCT'08 To MAR'10)

- Maintenance of daily sales & purchases ledgers.
- Prepare vouchers, invoices and reports for accounts receivables & payables.
- Maintain day-to-day cash inflows and outflows.
- Avoid outstanding expenses and managing the petty cash.
- Maintain, control the expenses of the company.
- Verify that all accounting related activities follow company standards.
- Investigate and reconcile discrepancies when they occur.
- Payments handling from/to customers/vendors.
- Use automated accounting systems for data input and to obtain reports.
- Delivery arrangements as prescribed by clients.
- Inventory Management.
- Complete all required administrative duties.

#### EDUCATION

##### **Bachelors of Commerce**

University of Karachi

##### **Diploma in Supply Chain Management** (4 MONTHS)

(The Chartered Institute of Logistics & Transport)

##### **Diploma in Business Administration** (2 YEARS)

(I.T Pro College)

##### **ISQ - Junior Associate ship of IBP (JAIBP)**

**Stage – I**

##### **Specialization in Retail and Consumer Banking Operations**

(The Institute of Bankers Pakistan)