

CONTACT

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OBJECTIVE

Dedicated and detail-oriented professional with expertise in warehouse management. Seeking the role of Warehouse In charge to optimize operations, streamline inventory management, and ensure efficient logistics coordination. Committed to maintaining safety, enhancing productivity, and delivering exceptional customer service. Bringing strong organizational skills and in-depth knowledge of warehouse best practices to drive operational excellence. Strong analytical problem solving and learning abilities, Interpersonal communication skills. Leadership qualities, dealing with people delicately & efficiently.

EXPERIENCE

Sep 2023 -

- **Warehouse Team leader**  
Sinotrans middle East FZE Dubai
  - Supervise Warehouse Inbound Operations: - Oversee and coordinate daily inbound activities within the fashion ecommerce warehouse.
  - Team Management: - Lead, train, and mentor a team of warehouse associates, including scheduling and task assignment. - Foster a positive and productive work environment, promoting teamwork and collaboration. - Conduct performance evaluations and provide feedback to ensure high standards of productivity and quality.
  - Inventory Management: - Maintain accurate inventory records through regular cycle counts and reconciliations. - Coordinate with other departments to address stock discrepancies and resolve inventory issues. - Implement inventory control procedures to minimize loss, damage, and theft.
  - Warehouse Space Optimization: - Analyse the layout and organization of the warehouse to maximize space utilization. - Develop and implement strategies for efficient products.
  - Racking: Clearly display rack load capacity and inform operators. Make sure the slab and the subgrade adequately support all storage rack loads. Make sure that maximum permissible load is not exceeding during operations. Use and maintain the racks properly to insure adequate structural performance.
  - Quality control of Inbound Shipments:- Supervise and manage Warehouse Quality Control (QC) Inspection teams and actively participate in all related Product QC activities such as Perform Product Inspections according to Product Quality requirements (measurement, workmanship, label verification, color match etc.)

Mar 2017 - 2020

- **Warehouse incharge**  
AL HANA trading Est. Dubai
  - Collect and compile data, prepare reports and coordinate all management projects.
  - Train, supervise and evaluate the performance of assigned warehouse employees.
  - Assign workloads to warehouse workers.
  - Receive, unpack, pack, load, issue, store and deliver materials, textbooks, supplies or equipment.
  - Complete packing slips for shipments as assigned.
  - Handle multiple levels of advanced administrative duties.
  - Perform as resource of organization's procedures, policies and practices.
  - Ensure to follow established policies, procedures or particular instructions.

- Coordinating retail store operations.
- Ensuring store schedules and objectives are met by employees.
- Plan the layout of the warehouse. keep the warehouse organized.

Jan 2021 - Dec  
2022

- **Warehouse supervisor**

SM Food Pakistan

- Keeping a record of sales and restocking the store accordingly.
- Planning promotional campaigns for new products or specials.
- Handle multiple levels of advanced administrative duties.
- Perform as resource of organization's procedures, policies and practices.
- Ensure to follow established policies, procedures or particular instructions.
- Perform as team player as well as role model for various staff members in organization exhibiting qualities of caring, courtesy, helpfulness and respect.
- Coordinating retail store operations.
- Ensuring that the store is kept clean and organization.
- Plan the layout of the warehouse. keep the warehouse organized.

## EDUCATION

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2016

- **BZ university**

MBA

2.85

## SKILLS

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- Leadership skills
- Strong communication skills
- Strong analytical problems solving and learning abilities.
- Team player
- Details oriented
- Dedicated
- Hardworking