

Muhammad Alamgir,
Abu Dhabi UAE,
Alamgir4465@gmail.com
+971-508614193

ABC Employer,
XYZ Industry/Warehouse

Dear Sir/Madam,
Good Day!!!!

I am writing to express my interest in the position that is available in your Organization as advertised. With over 11 years of extensive experience as a Warehouse and Local/Export Dispatch Supervisor and Material Utilization Verification Leader, I am confident in my ability to contribute effectively to your team and support Your Organization operational objectives.

In my current & Past role, I have honed my skills in inventory management, process optimization, and team leadership. My responsibilities have included overseeing the efficient operation of warehouse and dispatch functions, ensuring compliance with local and international regulations, and implementing best practices to enhance productivity and reduce costs. Key accomplishments in my career include:

- **Inventory Management System Implementation:** Successfully led the implementation of a state-of-the-art inventory management system, resulting in a 100% reduction in stock discrepancies and a 50-70 % increase in operational efficiency.
- **Warehouse Layout Optimization:** Redesigned warehouse layouts to optimize space utilization and streamline workflows, which improved order fulfillment speed by 50-60%.
- **Process Automation:** Introduced automation tools for picking, packing, and sorting processes, reducing manual labor by 30% and significantly increasing accuracy.
- **Lean Warehouse Management:** Applied Lean principles to minimize waste and enhance efficiency, leading to a 90% cost reduction in warehouse operations.
- **Export Compliance and Documentation Improvement:** Enhanced export documentation processes, ensuring 100% compliance with international trade regulations and reducing shipment delays by 15%.

Additionally, my role as a Material Utilization Verification Leader has equipped me with a deep understanding of material planning, verification, and optimization. I have successfully implemented waste reduction programs and developed strategies to improve material efficiency, resulting in substantial cost savings and environmental benefits.

I am particularly drawn because of your commitment to innovation and excellence in supply chain management. I am excited about the opportunity to bring my expertise in warehouse operations and material utilization to your team and contribute to your continued success.

Enclosed is my resume, which provides further detail about my professional journey and accomplishments. I look forward to the possibility of discussing how my background, skills, and certifications align with the needs of your team. Thank you for considering my application. I am eager to contribute to the innovative work at Your Organization and am available for an interview at your earliest convenience.


Warmest regards,

Muhammad Alamgir



Muhammad Alamgir

Address :- Shbahiya # 12 , Musaffah- Abu Dhabi, UAE

Contact No /  :- +971-50-8614193

E-mail Address: - alamgir4465@gmail.com

Target in Life

I have the great will to be counted in the list of those who don't need any master piece for their introduction who are creative, challenging and keep making the consistent but sincere efforts for giving the economics happiness to other. Simply I wish to make satisfy my zeal of creativity by consistently creating the new, innovative and creative ideas to the modern business

"++ 11 Years' Experience History"

Warehouse & Local / Export disptach Senior Supervisor (Food & Bevearage)- February 2023 To Present

Employers name – Cristal Plastic LLC, Abu Dhabi, United Arab Emirates

"Responsible for Smooth Dispatches & Over all Warehouse Operation"

Job Responsibility: -

- Monitor stock levels and maintain accurate inventory records
- Conduct regular stock counts and reconcile discrepancies.
- Ensure FIFO (First In First Out) method is followed for perishable items
- Optimize warehouse layout for efficient space utilization
- Implement and maintain organizational systems for storage
- Ensure cleanliness and safety of the warehouse environment
- Verify received goods against purchase orders and quality standards
- Foster a positive and productive work environment
- Coordinate with sales and customer service teams to prioritize urgent orders
- Manage relationships with local carriers and delivery services.
- Oversee the receiving process, including unloading and inspecting incoming goods
- Manage discrepancies and coordinate with suppliers for returns or replacements WIP Lead and supervise warehouse staff, including training and performance management
- Schedule shifts and allocate tasks to ensure smooth warehouse operations
- Arrange transportation for local deliveries, optimizing routes for efficiency.
- Prepare all necessary export documentation, including invoices, packing lists, and certificates of origin
- Liaise with freight forwarders and logistics partners to arrange export shipments.
- Coordinate with production and quality control teams to ensure products meet export standards
- Track key performance indicators (KPIs) related to warehouse and dispatch operations
- Drive process improvements to enhance efficiency and reduce costs
- Generate regular reports on warehouse and dispatch operations for senior management.
- Provide insights and recommendations based on operational data

MUV (Material Utilization Verification) Leader (Home Care Liquid IDT)- December 2021 To January 2023

Employers name – Scitra (Al Batha Group), Sharjah, United Arab Emirates

"Responsible for MUV of RB, Diversy, Eco Lab & Unilever Products"

Job Responsibility: -

- Monitor material consumption and adjust plans as needed
- Develop and implement material utilization plans to optimize resource use
- Analyze material usage data to identify inefficiencies and areas for improvement.
- Implement strategies to reduce material waste and enhance utilization
- Conduct regular audits of material usage and report findings.
- Verify that materials received meet quality standards and specifications
- Ensure that materials are correctly labeled, stored, and tracked
- Conduct regular checks to verify the accuracy of material usage records
- Maintain accurate records and documentation for audits and inspections
- Identify opportunities for process improvements in material handling and usage
- Implement best practices and innovative solutions to enhance material efficiency.
- Monitor and analyze waste generation and implement corrective actions
- Promote recycling and reuse of materials where possible
- Coordinate with procurement, production, and quality control teams to align material usage with production needs
- Collaborate with logistics and warehouse teams to ensure efficient material flow.
- Generate regular reports on material usage, efficiency, and waste reduction
- Ensure proper storage and handling of materials to prevent damage and deterioration

➤ **Warehouse Team Leader - July 2014 To November 2021**

Employers name – Procter & Gamble (Detergent/Ariel Business Unit)

“Responsible for Lead the team to manage overall Warehouse and 3PL E2E Operation”

Job Responsibility: -

- Plan & Lead the Inbound & Out bound Operations with “Zero Safety & Quality outage”
- Managed the Warehouse Storage Capacity Planning and Manage Inventory Effectively Via Cycle Count and W2W IRA
- Maintained high Standard of Overall Warehouse Via GMP and IWS Tools
- Lead the Work Force (50+ Members) Coaching on the floor, trained them and keep Maintain “Training Records”
- Understand and Implemented Company policy and its Compliance to get outstanding score of Internal and external Audit
- Diverse collaboration with Cross departments e.g Making, Packing, QA/QC, Safety, Utility – sales Team
- Responsible for overall Logistic Budget Expenditure (e.g. T&W, MOE,) Forecast Vs Actual / FY
- Responsible for “Autonomous & Progressive Maintenance” of Logistic MHEs (Material Handling Equipment's)
- Expert of SAP & WMS (e.g. Mapping of new codes, quarantine Shipment of FG, RTCIS, Bar Code e.g.)
- Developed and implemented inventory Control System
- Managed NPI (No Performing Inventory)
- Responsible for 3PL (Agility) Smooth Operation and their KPIs
- Linked SAP with Excel to Make Report Easily

➤ **Grid Operating Officer - June 2013 – June 2014 (1 Year Experience)**

Employers name – KESC/ K-Electric

Responsible of overall Grid Station Operations

Job Responsibility: -

- Plan & Lead Over all Grid station operation e.g. Shutdown- Break Down- Change over Activity
- Managed Grid Station Inventory e.g. Electrical- Mechanical and General components/ Parts
- Inventory Accuracy 100 %
- Lead Grid Station Maintenance – Electrical – Protection Team

➤ **Technical Internee – June 2011- August 2011**

Employers name –Atlas Honda Limited PVT Site Karachi

Academic Qualification

- **Bachelor of Technology** (Mechanical) from “**N.E.D University Karachi**” CGPA is 3 and Stand “Third Position” (2014)
- **4 Years Specialized Diploma of associate Engineer in Dies & Mould (TECHNOLOGY)** From **PAKSWISS TRAINING CENTRE (KARACHI)** (A Grade) (2012)
- **Matriculation(Science)** From (**Makhdoomia Secondary School**) Secured (**A-ONE Grade**) (2008)

Computer Awareness

- Key User Expertise in SAP & WMS
- Good Working Knowledge of MS-Office
- WMS, Oracle, Auto CAD
- SharePoint list, Power automate and Flow

Key Projects Done: -

- Overall Inventory Record Accuracy 100% via Implementation of inventory management system
- Warehouse Lay out Optimization Resulting Cost Saving and Process Optimization
- Lean Warehouse Management via 5S–Kaizen- SW (standard Work)-UPS (unified problem solving)- VSM (Value Stream Mapping) tools
- Cold Chain Management
- Export Compliance and Documentation improvement
- Disaster Recovery and Business Continuity Planning
- Supplier and Carrier Performance Management
- Major Cost Reduction
- Process Automation e.g. SAP Linked with Excel Man Hour Reduction

Language: -

- Urdu / Hindi (Mother Tongue)
- English (Intermediate / Professional)

References

- Will be Provide on demand