

ALNOOR PATEL

Forklift & Reach Truck Operator (License No: 4170823)

+971543806899

Dubai, United Arab Emirates

Alnoorpatel7@gmail.com



PROFESSIONAL SUMMARY

Dedicated forklift driver with extensive experience in packaging and shipping. Proficient in operating forklifts and machinery. Swift in identifying damages and hazards to provide equal protection.

WORK HISTORY

March 2021 - Current

Alshaya Logistics - Warehouse forklift operator, Dubai, UAE

- * Handled fragile items with care during unloading and loading processes preventing damage.
- * Ensured timely dispatch by efficiently loading and unloading goods.
- * Assisted in inventory control to reduce discrepancies.
- * Improved workflow efficiency with systematic arrangement of materials.
- * Adhered to health and safety regulations during all tasks, reducing workplace accidents.
- * Collaborated effectively with warehouse staff for smooth operations.
- * Unloaded deliveries upon arrival, facilitating efficient distribution within the warehouse.
- * Loaded trucks according to delivery schedules, aiding prompt dispatches.
- * Managed stock placement within the warehouse, maximizing space utilization.
- * Followed safety guidelines when operating in hazardous environments.
- * Operated forklifts to lift and move heavy cargo to designated areas.
- * Scanned cargo to keep track of freight movements.

Aswaaq Super Market

Receiving Clerk cum Cashier (24th July 2016 to 10th Feb 2021)

- * Recording data such as weight of product, space availability, and damage discrepancies for reporting, accounting, or recordkeeping purposes.
- * Preparing, maintaining & recording records of inventories, receipts, or deliveries using Excel mode.

- * Maintained deadliness and presentation of stock & production Floor.
- * Acted as a support staff for the inventory team, produce department & ambient team.
- * Responsible for solving customer complaints, and providing information regarding products.
- * Correct and maintain all product pricing daily if necessary.
- * Keep product rotated, and fresh and check expiration, following the FIFO procedure.
- * Making sure customers find everything they need, in the right place, right quantity.

SKILLS

- * Manual handling
- * Safety compliance
- * Attention to Detail
- * Forklift operation
- * Stock control
- * Warehouse logistics
- * Reporting
- * Loading and unloading
- * Forklift driving
- * Forklift license holder
- * Teamwork
- * Inventory counts
- * Warehouse Management System (WMS) software

ACADEMIC QUALIFICATIONS

Bachelors of commerce from Mumbai University in March 2013

TECHNICAL SKILLS

IATA with certificate of Merit (MONTREAL) Completed Tally ERP.9 with an A++ Grade in May 2011

LAUNGUAGES

English – Advanced
Urdu –Advanced
Hindi – Advanced
Arabic – Intermediate