# ARIF KAMALUDIN BIJANI

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**Age** - 24

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Al Nahda 1, Near Dubai Islamic Bank

Dubai, UAE.

# CAREER OBJECTIVE

Desire to join fast placed growing firm that offers constructive workplace where I am encouraged to use my skill and knowledge to significantly contribute to the overall success of the organization and simultaneously create opportunity for my personal growth.

# KEY SKILLS

* Matching marketing strategy with business objectives.
* Manage time and prioritize tasks.
* Professionalism and strong work ethic.
* Troubleshoot problems and challenges.
* Customer service skills, Equipment handling.
* The ability to change (or be changed) to fit changed circumstances.
* Commercial awareness, Teamwork, ability to work under pressure,
* Oral and written communications skills

# PROFESSIONAL EXPERIENCE

**WAREHOUSE MAGANER | MAY 2023 Till NOV 2023 – SUPER TRADING DELHI, INDIA**

* Keeping a record of sales and purchasing
* Managing and training warehouse staff
* Ensuring that the warehouse is kept clean, organized and ensuring goods are stacked properly by staff to avoid any damages and loss.
* Mediating any confrontations between staff and clients, and de-escalating the situation
* Checking on Offload of incoming deliveries and dispatching goods for orders for all orders
* Briefing store and warehouse staff.
* Training warehouse staff and store staff, keeping attendance of staff.
* Performing multitask under pressure while remaining professional with customers.
* Guiding team to Prepare and complete orders for delivery or pickup according to schedule.
* Handling shipments and purchasing from China.

**WAREHOUSE AND STORE MAGANER | OCT 2022 Till APRIL 2023 – ETS SANURU, KINSHASA DRC CONGO**

* Keeping a record of sales and restocking the store accordingly
* Managing and training store staff
* Planning promotional campaigns for new products or specials
* Ensuring that the store is kept clean and organized
* Mediating any confrontations between staff and clients, and de-escalating the situation
* Ensuring warehouse & store is well organized and well stocked.
* Checking on Offload of incoming deliveries and dispatching goods for store for all location
* Briefing store and warehouse staff.
* Training warehouse staff and store staff, keeping attendance of staff.
* Performing multitask under pressure while remaining professional with customers.
* Guiding team to Prepare and complete orders for delivery or pickup according to schedule.

**DOCUMENTATION EXECUTIVE & WAREHOUSE INCHARGE | SEP 2020 Till AUG 2022 - GENESIS OCEANAIR FREIGHT BROKER LLC. DUBAI, UAE**

* Responsible for the writing, distribution, collection, storage, and maintenance of a company's documentation
* Preparation & management of all shipment related documents
* Ensure effective management of the import & export business
* Involve maintaining paper files, electronic files, or even databases
* Preparation of invoice for export, air and import to re-export cargo, storage cargo.
* Identify what documents are needed.
* Determine who is responsible for obtaining information.
* Establish a document control process.
* Establish review timelines.
* Managing warehouse in compliance with company’s policies and vision
* Overseeing receiving, warehousing, dispatch & distribution and maintenance operations setting up layout and ensure efficient space utilization and palletization of goods.
* Manage stock control and taking inventory with data storage system Adhere to all warehousing, handling and shipping requirements Produce IN/OUT status report, dead stock report etc.
* Taking care of offloading of import containers and managing loading of export container.
* Taking care of import to re-export cargo
* Preparing storage invoices

# EDUCATION

* + SSC from Matru Mandir School Rajkot. Passing year 2017
  + HSC from Jharkhand State Open School Ranchi. Passing year 2019

# COMPUTER KNOWLEDGE

* + MS Office
  + Knowledge Of Graphic Design
  + Software like Corel Draw and Photoshop.

Declaration

I solemnly declare that particular of information and facts in the resume are complete and

Correct and I take full responsibility for the accuracy of the information.