

## AWAIS MUNIR AHMED

### OBJECTIVE

Aspiring for a career as a professional that places me in a challenging position within a fast-paced, learning-oriented and dynamic environment that utilizes my technical skills, dynamism and professional experience.

### SKILLS & ABILITIES

- Teamwork and collaboration.
- Knowledge of MS Office programs.
- Comfortable with Google Docs.
- GPS positioning.
- Professionalism and strong work ethic.
- Oral and written communications skills.
- English, Arabic, Urdu, Hindi languages skills.
- Leadership.
- CCTV skills.
- Problem solving.
- Customer/Guest Service Skills.
- ERP & FIFO system.
- Marketing skills.
- Complaints dealing, Feedback.
- Works with little direction and supervision, timely completion of projects, makes time for unplanned assignments, adapts to changing priorities.

### EXPERIENCE

#### **STOREKEEPER/WAREHOUSE MATERIAL CONTROLLER --- SAUDI BINLADEN GROUP , KSA.**

Nov 2014 - Dec 2018

#### DUTIES AND RESPONSIBILITIES:

- Receiving and inspecting all incoming inventory and reconciling with purchase orders.
- Tracking and maintaining accurate inventory levels using inventory management systems.
- Storing items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Picking and packing orders for shipment or internal distribution.
- Conducting regular inventory audits and generating inventory reports for management.
- Ensuring the correct and timely restocking of inventory and supplies.
- Implementing loss prevention measures and managing damaged or defective inventory.
- Coordinating with vendors and suppliers to return unsatisfactory or excess merchandise.
- Operating and maintaining warehouse equipment, such as forklifts, pallet jacks, and hand trucks.
- Ensuring compliance with health and safety regulations within the storage and work areas.
- Assisting in the planning and execution of end-of-season inventory clearance sales.
- Training and supervising junior staff or volunteers in inventory handling and storage procedures.

### EXPERIENCE

#### **PURCHASE ASSISTANT --- SAUDI BINLADEN GROUP , KSA.**

**DUTIES AND RESPONSIBILITIES:**

- Monitoring stock, researching vendors, tracking orders.
- Updating databases, conducting market research.
- Evaluating offers, maintaining records.
- liaising with warehouse staff for smooth operations.

**EXPERIENCE**

**LOGISTICS AND OPERATIONS OF STOCK — SAUDI BINLADEN GROUP, KSA.**

Jan 2020 – Dec 2021

**DUTIES AND RESPONSIBILITIES:**

- Manage and train operational staff.
- Manage the placement of vehicles and supply on-time to the customer's needs.
- Keep a record of shipment and achieve monthly goals.
- Maintain receipts, records, and withdrawals of the supplies.
- Receive, unload, and shelf supplies.
- Mediate any confrontations between staff and clients and de-escalate the situation.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Shipping stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

**EXPERIENCE**

**SECURITY GUARD/RECEPTIONIST --- FOCUS POWER SECURITY SERVICES LLC DUBAI, UAE.**

Nov 2022 – Currently working

**DUTIES AND RESPONSIBILITIES:**

- Inspect and patrol premises regularly.
- Monitor property entrances.
- Authorize entrance of people and vehicles.
- Report any suspicious behavior and happenings.
- Secure all exits, doors and windows.
- Monitor surveillance cctv cameras.
- Respond to alarms and react in a timely manner.
- Provide assistance to people in need.
- Submit reports of daily surveillance activity.
- Submit reports of every suspicious activity.

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**EDUCATION**

**UNIVERSITY OF THE PUNJAB ---PAKISTAN**

- 2011-2013 Bachelor Of Arts (B.A.)
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