



# REHAN KHAN

## Ware House Associate

+971 56 283 2419/ rehan.naghar786@gmail.com / Abu Dhabi, UAE

### Technical Skills

- Computer Knowledge
- Internet, MS Office & Windows, Oracle as well
- Warehouse Operations Management
- Inventory Control and Management
- Team leadership and Supervision
- Logistics and Supply Chain
- Warehouse Management Systems (WMS)
- Process Improvement
- Safety and Compliance
- Communication and Interpersonal skills
- Problem Solving
- Attention to Detail

### Personal Details

- Father's Name: Muhammad Iqbal Khan
- Date of Birth: 17-02-1988
- Marital Status: Married
- Nationality: Pakistan

### Language

- English: Fluent
- Urdu: Native

### Career Summary

Warehouse associate with 5+ years of experience seeking to deliver top KPIs for Target. As an warehouse associate, maintained picking/packing speeds in the top 95%. Performed to 100% of packing specs. Kept records 99% error-free. 5-time Walmart picker of the month. To join a dynamic & progressive organization. To work for the development of organization which utilize my knowledge and provide opportunities for personal growth

### Education & Trainings

- **Bachelor of Commerce | 2016**  
Federal Urdu University Karachi, Pakistan
- **CREATING MOMENTS OF Mobilink - Telecom Year - 2011**  
Successfully meeting the requirements of Service Excellence Training by Nadir head & logistic Mobilink GSM

### Work Experience



#### Associate Administrator Warehouse | 11/2022 - Continue

IFFCO Abu Dhabi, UAE:

Key Job Responsibilities:

- Ensure all orders are processed efficiently and that the delivery of materials meets customers' expectations and business timelines
- Utilize handheld units to pick items according to the Warehouse Management System
- Inspect items to ensure they're not damaged or faulty
- Pack products with pride, treating each parcel as the cycle of experience with Sage x Clare
- Ship and fulfil customer orders in inventory systems; WMS, Dear, Shopify and Star Shiplt
- Assist with unloading containers, sorting, counting, receiving into WMS and palletising of stock in the warehouse
- Assist with stock replenishment, ensuring stock levels on picking shelves are maintained and monitors stock inventory
- Perform stocktakes bi-annually on all products in the warehouse, as well as participate in scheduled cycle counts
- Maintain a safe and clean work space and environment
- Wears PPE
- Liaise with customers, suppliers and transport companies as and when required in a timely manner
- Undertake necessary training to operate warehouse machinery
- Assist with warehouse sales, including working weekends where required, bump in and bump out

## Reference

● will be furnish upon request

### **Ware House Associate | 2017 - 2021**

Zia Ul Haq & Sons (Pvt.) Ltd. | Abu Dhabi, UAE

Key Job Responsibilities:

- Receiving, processing, labeling, and storing incoming stock.
- Maintaining clear records on all inventory and stock.
- Inspecting all stock for damages and keeping records of damages.
- Organizing the warehouse space.
- Preparing orders for shipment
- Recording exact arrival and departure times for shipments.
- Operating stock management tools; for example, a forklift
- Counting stock and keeping inventory records.

### **Billing Coordinator 2015-2016**

Mobilink GSM (Tower Logistics) Abu Dhabi, UAE

Key Job Responsibilities:

- Gathering and clarification of functional and technical requirements.
- Analysis, design and implementation of changes in billing system based on the specification in the customer/maintenance requirements.
- Preparation and continuous update of all required documents.
- Participation in testing and acceptance process.
- Recommendations to the client on matters of effective utilization of software package's features.
- Contribution to a high-performing motivated workgroup.
- Observance of defined methodology and standards.

## Declaration

I hereby declare that all the details provided above are true to the best of my knowledge.