

Qaiser Farooq

Transport Coordinator
Warehouse Clerk, Warehouse
Operation Team Leader,
Inventory Controller,
Warehouse Inbound Receiver,
Warehouse Assistant,
Warehouse floor In charge,
Stock Replenishment,
Warehouse Selector,
Warehouse order Picker, Order
Checker, Order Dispatch
Report,

Personal Details

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Nationality Pakistan
D.O.B 05.Jun.1990
Gender Male
Marital Status Married
Passport no 03
Date of 27.05.2021
Issue Date 26.05.2031
of Expire

Computer Skills

* MS Excel / Outlook/Word/Power
Point/ERP/DCS

Documentation scan,
emails/Formats ETC.

Word processing, Spreadsheets.

Microsoft Office, Data analytics.

Certifications

DAE Civil Engineer
Civil Surveyor

Computer

CAREER SUMMARY

Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my experience. Currently working as office staff transport coordinator Data entry operator, & My Previous experience is in Warehouse staff employee & worked as Warehouse selector ,Warehouse order checker, Warehouse Team Leader, Inventory Controller, Warehouse Picker, Checker, Warehouse Assistance, Inventory Controller, In Bound Receiver, Stock Replenishment, Floor In charge, Outbound, Warehouse Clerk, Warehouse operation team leader. I have a wide knowledge of Warehouse Procedure and I have experience as a office staff ,Microsoft Office, Outlook /MS-EXCEL /MS-WORD, MS-PPT, FACTS ERP, WMS, Tally, Oracle ETC. Documentation scanning, Emails, Formats ETC. Now I'm seeking a challenging position where my skills and knowledge are applicable to enhancing the growth of the organization and my career as well.

| Transport Coordinator | Warehouse Operation Team Leader | Warehouse Clerk Inventory Controller |
|----------------------------|---------------------------------|---------------------------------------|
| Warehouse Inbound Receiver | Warehouse Assistant | Warehouse floor In charge |
| Stock Replenishment | Warehouse Selector | Warehouse Order picker / |
| Order Checker | Order Dispatched Report | Damage Reports & Return (GRV) Reports |

❖ Transport Coordinator / Office staff

❖ KEY RESPONSIBILITIES:

Currently working as transport coordinator and handling the following responsibilities.

- Follow up of vehicles and maintain accurate records of vehicle, planning, maintenance, inspections, and repairs.
- Developing and maintaining schedules for vehicle maintenance and repairs.
- Monitor fuel usage and expenses to identify cost-saving opportunities.
- Inspection of vehicle on daily basis if it is clean or Not, if not then capture photo & inform supervisor.
- Following up the drivers day-to-day operations of the fleet, including scheduling, dispatching, and monitoring vehicles.
- Communication with mechanics to coordinate vehicle repairs and maintenance.
- Preparing reports related to fleet operations and presenting them to management.
- Respond promptly to any issues or emergencies that arise during delivery operations.
- Arraigning Recovery for breakdown vehicles.
- Submit tax invoice with belongings(trip sheets, helper details, delivery details) To accounts.
- Arraigning Fire extinguishers, Safety jackets, First Aid kit, Emergency warning triangle kit, brush & clothes to clean vehicle if needed.
- Schedule and dispatch drivers for efficient and timely delivery to customers.
- Monitor vehicles routes and adjust as needed to optimize delivery times.
- Communicate effectively with drivers to provide instructions, updates, and support throughout their shifts.
- Coordinating with management to develop and implement policies and procedures related to fleet management.

❖ Warehouse Team Leader

❖ 2020 to 2021

❖ KEY RESPONSIBILITIES: (April to October-2020)

- As a warehouse team leader handle following responsibilities
- Maintaining inventory records for all incoming and outgoing items to ensure that only authorized materials are stored in the warehouse.
- Supervise and coordinate the activities of warehouse staff, including picking, packing, shipping, and receiving.
- Plan and prioritize work assignments for the team to ensure optimal workflow and productivity.
- Prepare regular reports on warehouse performance, including productivity metrics, inventory levels, and order fulfilment rates.

LANGUAGES KNOWN

English



Hindi



Urdu



Arabic



Qualification

- DAE Civil Engineer
- Civil Surveyor
- Computer

❖ Warehouse Clerk

❖ KEY RESPONSIBILITIES: (October-2019 to March-2020)

- As a warehouse clerk handle following responsibilities.
- Maintaining and updating warehouse data in the database system.
- Verifying data by cross-referencing existing physical and digital records.
- Assist in the loading and unloading of trucks.
- Perform other duties as assigned by the supervisor.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions.

❖ Inventory Controller (Stock Control)

❖ KEY RESPONSIBILITIES: (July to September -2019)

- As a inventory controller handle following responsibilities.
- Monitoring inventory levels and replenishing stock as needed.
- Developing and implementing inventory control systems and practices.
- Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases.
- Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.

❖ Inbound Receiver

❖ KEY RESPONSIBILITIES: (February to June -2019)

- Responsible for order preparation for delivery.
- Responsible for boxing, wrapping, and/or crating as required to protect while in transit.
- Responsible for completing paperwork associated with inbound merchandise and pickups (outbound product).
- Process inbound and outbound shipments.
- Responsible for the accuracy of inventory entries and precise data recording.

❖ Warehouse Floor In charge

❖ KEY RESPONSIBILITIES: (January to December-2018)

- As a warehouse floor in charge handle following responsibilities.
- Demonstrate effective written and verbal communication skills.
- Develop proficiency in all operational policies and procedures.
- Deliver product as requested to and from stores in a timely manner.
- Manage time and prioritize tasks.
- Designated driver to transport from warehouse to retail store.
- Maintaining the highest level of security and safety awareness at all times
- Maintain an organized stockroom/off-site area.

❖ Warehouse Assistant

❖ KEY RESPONSIBILITIES: (February to November-2017)

- As a warehouse assistant handle following responsibilities.
- Move inventory and materials across facilities.
- Process inventory for delivery.
- Sort, organize and store inventory in the proper location.
- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to supervisors.

❖ **Stock Replenishment**

❖ **KEY RESPONSIBILITIES:(January to December-2016)**

- As warehouse Replenishment team member handle following responsibilities.
- Stack and organize large bulk items.
- As a Warehouse Replenishment Associate, Operating material handling equipment to move product within the warehouse.
- Maintain proper record of shipped packages using computer.
- Adhering to store inventory control procedures, including proper transfer type usage and

❖ **Warehouse Order Checker**

❖ **KEY RESPONSIBILITIES: (August to December-2015)**

- As a warehouse Order checker handle following responsibilities.
- Assist with inventory counting and stock replenishment as needed.
- Process customer orders in the warehouse management system (WMS) or enterprise resource planning (ERP) system.
- Coordinate with warehouse staff to prioritize order fulfilment and ensure timely delivery.

❖ **Warehouse Selector (Order Picker)**

❖ **KEY RESPONSIBILITIES: (January to July-2015)**

- As a warehouse Order picker handle following responsibilities.
- Receiving and checking incoming pick tickets.
- Retrieving orders according to quantity, size etc. ensuring accuracy.
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- Retrieve orders according to quantity, size etc. ensuring accuracy.
- Build pallets with orders and position them to loading docks.
- Re-stock inventory manually or with warehouse equipment.
- Keep records of completed orders.

❖ **Warehouse Order Checker**

❖ **KEY RESPONSIBILITIES: (September to December-2014)**

- As a warehouse Order dispatcher handle following responsibilities.
- Work closely with logistics team, production, and warehouse to arrange inbound and outbound shipments.
- Tracking and tracing of trucks / report truck delays and/or customs issues to appropriate departments.
- Ensure delivery appointments are booked per customers' requirements/paperwork is accurate
- Proof of Delivery management and collection.

❖ **Warehouse Return Stock & GRV Damage Report**

❖ **KEY RESPONSIBILITIES: (June to August-2014)**

- As a warehouse return worker handle following responsibilities.
- assist in the general physical activities of the warehouse to include off-loading and generally moving returns, insert following if applicable.
- carry out planned tasks in accordance with requirements and within time limits.
- Assist Line Manager to make improvements and implement required changes.
- Assist Line Manager to deal with external agencies in relation to customer service matters.
- Contribute towards the smooth running of the team.
- Responsibly use resources and control expenses to meet budgetary controls.
- Adhere to all organization policies and procedures.

DECLARATION

I hereby declare that above mentioned information is correct to the best of my knowledge and belief.