

## CURRICULUM VITAE

### ZAKIR REHAMAN

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## WAREHOUSE ASSISTANT AND FORKLIFT OPERATOR

Currently on Visit Visa

### Professional Summary

As a hard-working and proactive individual with fourteen years of experience in retail stock handling, this has together with my previous work experience, enabled me to work safely and productive life in a warehouse environment with heavy goods and machinery. I am fully capable of taking on a Warehouse Assistant, Forklift Operator with a view to working up to managing a warehouse in the future.

Industrious Forklift Operator trained in all aspects of shipment inspections and transportation.

Safety-oriented Forklift Operator is knowledgeable about proper handling of machinery, pallet jacks, and forklifts. Works well independently and as part of a team, Excellent interpersonal communication skills.

Hardworking with a history of success working in warehouses and similar environments. Safely and skillfully operates transportation vehicles and other warehouse equipment. Delivers thorough inventory control and accurate documentation. Reliable Warehouse Assistant with 10 years of experience managing shipping, receiving, and inventory operations. Excellent record of success in inventory audits and product staging. Dedicated to accurate record keeping, worksite safety, and timely issue resolution. Proven history of working collaboratively within teams to control inventory and process shipments. Vigilant Forklift Operator is familiar with operations and maintenance. Skilled at efficiently moving materials across areas to help teams meet demanding objectives.

### Qualification

- SSLC (Board of Public Examination Kerala)
- ITC-Electrician
- Basic Computer-MSOffice.

### Driving License Details

- Type of License : Valid UAE Light Machinery License
- License Number : 2773486
- Date of Issue : 15-May-2022
- Expiry Date : 14-May-2024
- Place of Issue : Abu Dhabi

## Skills

- Forklift Operator
- Office programs (Word, Excel, PowerPoint, etc.)
- Preparing Transportation program
- Can lift, load, and unload heavy goods and materials
- Utilization Reporting
- Storage Organization
- Shipping and Packaging
- Picking and Processing
- Scheduling
- Shipping and receiving

## Work History

- Worked at **SUPER POWER TECHNOLOGY FOR OIL AND OPERATIONS SERVICES LLC** as a **Warehouse Keeper and Data Entry Operator** in Abu Dhabi, UAE for 4 years.
- Worked at **SUPER POWER TECHNOLOGY FOR OIL AND OPERATIONS SERVICES LLC** as a **Warehouse Assistant** in Abu Dhabi, UAE for 10 years.

## Main duties performed

- Loading and unloading goods from vehicles
- Using equipment to move goods, i.e. hoist and forklift truck
- Processing, packing and assembling orders for dispatch
- Accepting, moving, checking and storing incoming goods on a daily basis
- Printing of delivery barcodes, delivery notes and customer address labels
- Packaging and labeling products before they are sent out
- Selecting the space for storage and arranging for goods to be stored in their appropriate places
- Rewriting labels and reorganizing stock on a regular basis
- Communicating orders to the rest of the team
- Keeping an eye on a stock rotation
- Keeping the working environment clean and safe for everyone to work in
- Verified functionality of forklifts through performance of preventive maintenance and effective troubleshooting of malfunctions.
- Unloaded and stacked materials by raising and lowering lifting devices.
- Boosted team performance by moving materials with forklifts, cranes and other equipment.
- Prepared orders for shipment by systematically picking, packing and labeling merchandise.
- Removed orders from storage, wrapped and staged for shipments.
- Received cargo by lifting and moving it using hand trucks and pallet jacks.
- Operated forklifts to transfer inventory to and from target destinations.

- Removed debris and waste materials from machinery to reduce possibility of clogs and malfunctions.
- Monitored area for pedestrian and vehicular traffic while operating various types of equipment.
- Transported goods between warehouse locations according to shipment and storage needs.

## **Passport Details**

- Passport No M2278954
- Issue Date 20-11-2014
- Expiry Date 19-11-2024

## **Personal Profile**

- Father's Name Shamsuddeen
- Sex Male
- Date of Birth 31/05/1982
- Marital Status Married
- Religion ISLAM

## **Declaration**

I hereby declare that the above particulars are true and correct to the best of my knowledge, and belief and in the event of any information, being found false or incorrect, my candidature will be liable to be canceled.

**ZAKIR REHAMAN**