**- MOHD FAHAD** -

**Senior Store Keeper with 6 years of experience**

Abu Dhabi - UAE • (+971) 565268466 • beingfahad012@gmail.com •www.linkedin.com/in/fahad-azmi-1b52531a1

Highly dedicated professional with extensive experience in order processing and logistics management. Expertise in import/export procedures, shipment handling, and cost control. Proven ability to implement process improvements and quality initiatives. Skilled in identifying operational needs, creating action plans, and coordinating with cross-functional teams to achieve objectives efficiently. Key skills include,

* Planning, Organizing, Controlling, and Directing
* AWARE, LFS, HIGH-JUMP WMS & SAP Software
* Communication and Interpersonal Skills
* Regular Follow-Ups
* Ability to Work Under Pressure
* Commanding and Managerial Skills
* Inventory Management Expertise
* Team Building and Implementation
* Team Player
* Order Process Management

**PROFESSIONAL EXPERIENCE**

**Senior Store-Keeper**

**Abudhabi National Foodstuff (5PL Logistics Solutions)**, Abu Dhabi - UAE 04/2022 - Present

* Manage stock activities including receiving, inspecting, counting, unloading, labeling, and delivering items and products.
* Supervise warehouse staff and ensure adherence to work programs.
* Oversee all store activities and ensure compliance with established policies and procedures.
* Implement and uphold Quality Management, Food Safety Management, and warehouse policies.
* Safeguard all documented information regarding receiving, storing, and dispatching items/products.
* Maintain and update inventory systems.
* Address warehouse-related concerns with relevant departments and management.
* Recommend improvements to the Warehouse Manager for continuous enhancement.
* Prepare invoices of 3PL Customers.
* Ensure segregation and proper labeling of defective items/products.
* Manage item dispatch in compliance with customer, regulatory, and statutory requirements.
* Execute additional tasks as directed by the Operations Manager.

**Store Keeper & Warehouse Operations**

**Binzagr, Saudi Arabia - KSA** 04/2018 – 12/2021

* Led a team in managing receiving, warehousing, and distribution by enforcing operational and personnel policies.
* Oversaw inventory management
* Handled customer interactions and managed inbound and outbound job creation, allocating tasks to Tally and VNA operators for staging and put-away.
* Prepared GRN/GDN notes, handled invoicing, and managed value-added services.
* Implemented result-oriented methods to enhance productivity and continuously monitored team performance.
* Managed logistics, including documentation, shipment, and delivery, adhering to company policies and international standards.
* Planned and tracked shipments according to customer requirements.
* Followed up on invoices, delivery notes, and goods receipt notes.
* Utilized logistics IT to optimize procedures.
* Implemented accurate costing for shipments, reflecting landed costs per item.
* Reviewed shipment documents with suppliers to ensure receipt of original documents.

**Store Keeper / Logistics Coordinator**

SHANZ POWERTECH PVT LTD., Mumbai - India 11/2016 – 10/2017

* Managed receiving, warehousing, and distribution operations by coordinating and enforcing policies and procedures.
* Ensured proper receipt and storage of all warehouse items.
* Maintained inventory to meet efficiently.
* Provided accurate inventory information to management.
* Conducted physical inventory counts and reconciled with the data storage system.
* Planned and tracked shipments of final products based on site requirements.

**EDUCATION**

**Diploma in Electrical Engg.** • Integral University, Lucknow, India

**SOFTWARE SKILLS**

* MS Office (Word, Excel)
* MS Outlook
* LFS, HIGH-JUMP, SAP AWARE Software

**LANGUAGES**

* English
* Arabic
* Hindi

**PERSONAL**

Nationality : Indian

Availability : 30 Days’ Notice Period

Visa Status : Employment visa

Reference : Available upon request