

HIDAYAT UR RAHMAN

Nationality: Pakistani **Date of birth:** 25/03/1995 **Phone number:** (+92) 3203966821

Phone number: (+92) 3463035542 **Email address:** hidayaturkhan367@gmail.com

Home: house # C-35,BL-3,METROVILL SITE AREA KARACHI SINDH PAKISTAN METROVILL, 75840 KARACHI (Pakistan)

ABOUT ME

Seeking a Challenging Position in a Reputable Organisation preferably in Pharmaceutical Sector, where my Education, Ability and Skills Will be fully and effectively utilised with opportunities of Growth and Enhancement of Knowledge.

I am a proactive and forward-thinking individual, always seeking new opportunities for growth and development. I continuously expand my knowledge and stay abreast of the latest industry trends and advancements, ensuring that I am equipped with the necessary tools to excel in my field.

WORK EXPERIENCE

WAREHOUSE OFFICER

ABBOTT LABORATORIES [06/09/2021 – Current]

City: KARACHI | **Country:** Pakistan

Responsibility,

- To maintain record of process related documentation .
- To ensure materials safety security of material in Warehouse.
- To ensure compliance with GMP, QMS within department.
- To ensure regulatory and EHS compliance.
- To actively participate in self inspection, Deviation and timely CAPA closure .
- To ensure Risks in warehouses are identified.
- To develop team to be multi-skilled to ensure operating requirements are met.
- To ensure KPIs process and timely completion .
- manage the high class housekeeping in warehouse.
- SOPs creating ,updating and implementation in warehouse .
- Inventory management.Team management .
- Ensure all warehouse activities, including machines and equipment are operated safely.
- Train new team members in the organisation's operating procedures and standards.
- Ensuring all inbound products loads are received in a timely and accurate manner
- Developing and implementing department procedures to comply with all Abbott, FDA, DRAP, and any other governing body guidelines
- Creating, promoting, and maintaining a safe work environment
- Lead the warehouse team and complete performance appraisals.
- Monitor the effectiveness of operating procedures, space utilisation, and protection of equipment and make recommendations for improvements.
- Monitor warehouse activities to ensure that goods are stored correctly and safely and in accordance with our quality policy.
- Design and setup of all warehouse processes and physical material flows within the warehouse.
- Priorities and co-ordination of tasks to meet order fulfilment deadlines.
- Responsible for receiving, storage and distribution of goods and all accompanying procedures and SOP's
- Organisation of delivery schedules, transportation, and customs paperwork.
- Ensure timely maintenance of documentation, stock records and inventory movements.

WAREHOUSE OFFICER

ATCO LABORATORIES [30/04/2021 – 02/09/2021]

City: KARACHI | Country: Pakistan

- Ensure all warehouse activities, including machines and equipment are operated safely.
- Lead the warehouse team and complete performance appraisals
- Monitor warehouse activities to ensure that goods are stored correctly and safely and in accordance with our quality policy.
- Design and setup of all warehouse processes and physical material flows within the warehouse.
- Ensure timely maintenance of documentation, stock records and inventory movements.
- Monitor warehouse activities to ensure that goods are stored correctly and safely, and warehouse space is used efficiently.

Pharmacist

AL-MUSTAFA MEDICAL CENTER [01/03/2018 – 04/2020]

City: KARACHI | Country: Pakistan

RESPONSIBILITY.

Patients counseling ,medicines dispensing according to prescription, temperature monitoring, ADR ,adjusting of dose of medicines,inventory management . monitoring the supply of all medicines used in the hospital and are in charge of purchasing, manufacturing, dispensing and quality testing their medication stock .

EDUCATION AND TRAINING

DOCTOR OF PHARMACY

FEDERAL URDU UNIVERSITY KARACHI [01/03/2015 – 30/12/2019]

City: KARACHI | Country: Pakistan | Website: <https://fuuast.edu.pk/>

Higher Secondary Education

IQRA SCHOOL & COLLAGE DAGGAR [01/06/2012 – 19/04/2014]

City: BUNER | Country: Pakistan

MATRICULATION

GHS PANDER [31/01/2011 – 20/06/2012]

City: BUNER | Country: Pakistan

Safety & Environmental Training of Warehouse

CORSHE [08/2024]

City: KARACHI | Country: Pakistan | Website: <https://www.corshe.com.pk/>

first aid training programs

Pakistan Red Crescent [07/2024]

City: KARACHI | Country: Pakistan | Website: <https://prcs.org.pk/>

LANGUAGE SKILLS

Mother tongue(s): PUSHTO | Urdu

Other language(s):

English

LISTENING B2 READING B2 WRITING C1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Proficiency of using computer and internet / Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop) / GOOD LISTENER/ GOOD COMMUNICATOR / Team management & Team work / team work and problem sloving

ORGANISATIONAL SKILLS

Team management