



# MUHAMMAD HAROON

Warehouse Team Leader

## Contact Me



0503431120



haroonawan6643@gmail.com



Parco Bus Stop  
Jabl Ali ,United Arab  
Emirates

## Other Info

### Skills

W.M.S(warehouse management system)  
SAP.ERP.(enter resource planing)B1 material management system.  
PoS.(point of sale )  
Microsoft Ax dayniamic.  
world office  
Microsoft excel.  
Info log uses of RF Gun and solve problems.  
LLOp ppt masheen .license

### Languages

English, urdu hindi .



## About Me

Warehouse management. Inventory management.  
Logistics management  
Administration management.  
Supply and chain management



## Experience

12/01/2024 -  
promoted

### Carrefour | Supply Chain Coordinator

1. **\*Inbound Logistics\***: Coordinate with suppliers, transportation providers, and warehouses to ensure timely and accurate delivery of goods.
2. **\*Purchase Order Management\***: Manage purchase orders, track shipments, and verify receipts.
3. **\*Inventory Management\***: Monitor inventory levels, track stock movements, and optimize storage capacity.
4. **\*Communication\***: Collaborate with internal stakeholders, suppliers, and transportation providers to resolve issues and improve processes.
5. **\*Data Analysis\***: Analyze data to identify trends, optimize processes, and improve supply chain efficiency.
6. **\*Compliance\***: Ensure compliance with company policies, regulatory requirements, and industry standards.

## Interest

supply and chain

## Others

warehouse management

## References

Developed strong communication and negotiation skills  
Proficient in MS Office (Word, Excel )  
Strong typing skills  
Basic knowledge of Database Management System (DBMS) and data management  
Good communication and organizational skills  
Familiarity with IT and computer systems  
Graphic Designing skills  
Proficient in Adobe Creative Suite (Photoshop, Forex trader)  
Ability to create logos, brochures, flyers etc  
Noon Warehouse (previous location)  
Carrefour Majid Al Futtaim Group (current location)  
Operate PPT (Powered Pallet Truck) machinery to load and offload pallets with precision and care  
2023-  
Diploma in Information Technology.  
Food safety training approved by

2023 - still working

7.\* validation of po (purchase order and generate GRN (good received not )  
8.use the kpi (key performance indicator) For target achievement.  
9\*very good knowledge custom clearance

### Carrefour | Logistic Coordinator (Dispatch Point)

Supervised employee and coordinate the logistic process.  
Team attendance.  
Create a loading plan Arrange the items As per plan on Dock line  
Small pallet are consulted on dock and validation.  
Distribute the items plan his team for fast arranged.  
Ensure and physically checked need items are properly arranged.  
Make sure that All items Arranged date wise and according to plan .  
Clear the pending.  
Contact with driver for docking updates for loading.  
Check the truck before loading no smell and dirty .  
Follow the All company instruction.  
Follow the loading temp.  
Create paper (O.G.P)  
Use outlook for digital contact and replying following the mail system.  
Export paper ( Border crossing paper)(B.O.E)  
Knowledge (W.M.S)And shipping ERP software.  
Coordinating with warehouse preparation team for fast picking that items need.  
Make a team roster and update Attendance sheet every month to admin office.  
Check the floor clean and All items managed by the mention lines.  
Strong knowledge in logistic related documentation.

### Carrefour | Preparation Team (Team Leader)

Team Attendance ..(pickers and forklift operator) assigned the location.  
Follow the Dispatch plan Print out support for pick the order as per loading plan...

dubai municipality 2024  
Secure forklift operations  
training  
UAE , certified to operate  
powered  
pallet trucks (PPT) and low -  
level  
order pickers (LLOP)

Replacement (Normal order ..break down order  
..export order)..  
Splitting. consulted. In W.M.S  
Missing packing list palet track.  
Create Report Damage item .  
Follow the per hour volume formula.  
Solve RF gun problem and mat code issues.  
Checking productivity every sttaf .  
Roster schedule update to manger and operation  
team .  
Instruction safety Healthcare.  
Analysis daily issuesns picking and implementing on  
it for fast picking.  
Coordinate loading team for (HG)support

## Carrefour | Inventory Team

Daily recycle counting (pick location)  
Tracking errors.neglignce(pickers. Operators.  
Receiver)  
Counting storage location .  
Fifio lifo and track error and adjustments.  
Received store returns.  
Coordinate replenishment team and Allocate the  
item .  
Damge recycle (pcb).  
Tracking error (short picking access picking)  
Physically and systematically stick location change .  
Mark the stock highers high levl (h+h )  
And lower low (L+L)  
Coordinate with receiving team .item received  
validate and added to inventory..  
Mailing reply (preparation. Receiving. Outbound  
and over All top management.)

## Carrefour | Qc Inspection And Coordinate Receiving

Inspected incoming shipments for quality and accuracy

Identified and reported quality issues to management and suppliers

Collaborated with other teams to resolve quality issues and improve processes

Implemented quality control procedures to ensure compliance with company and regulatory standards

Led a team of receiving clerks to ensure accurate and efficient receipt of goods

- local supplier deliver the goods if he have no chiller and temp high so item rejection.

daily temp quality inspection then open the door for receiving.

- import container received take sample and delivered to uae municipality.

Coordinated with suppliers and logistics teams to resolve issues and improve delivery times

Implemented process improvements to increase productivity and reduce errors

Trained and mentored team members to improve performance and efficiency

2017 - 2023

## **Style Textile | Assistant Manager**

Maintaining Warehouse, Inventory and issue/ receipts. This mainly includes:

- Shelfing of Stocks adhering Death yarn.
- Issues/ receipts of stocks to / from floor display.
- Stock counts for orderings and audits.
- Conduct and assist periodic audit of the inventory.
- Dispersing and distributing stocks between company's stores.
- Submitting reports to the higher management.
- Conduct packing of pulses/ goods.
- Conduct and submit disposal of damages/ expired goods.
- Conduct disposal of waste material through local supplier.
- Following to HACCP & ISO standards.
- Supervise and provide direction and guidance to subordinates and on job training and monitoring their performance, progress.

- Played a vital role in establishing style textile .

Control Store inventory Oracle Base ERP inventory System  
(Wizmen Financial System) & SAP B-1 Materials Management & Supply of Goods Module.

Monitor Daily Store Reports, IGP, GRN, OGP, Managing and planning of per piece cost. Physical and Analytical study of Inventory movement

Managing and planning of turnover ratio of Store inventory

competent to work in highly diverse environments with people from varied backgrounds; popular team worker with leadership traits.

→ Excellent communicator with exceptional talent for problem solving through analytical thought processes, as attested to by a track record for target achievement and employer satisfaction

Coordination and management of internal store department.

Coordination and management with internal and external suppliers

Perform Weekly, Monthly & Annually Audit Activities in Stores

Access Visual Fox Inventory System (Sadat Haider System)

Staff Motivation

## **Honda Auto Industry | Receiving Team Leader**

Create a team for reserving on daily basis for unload. Putway .and wrap of material.

Contact with procurement team and follow the wander route plan .

Create a I.G.P(inward gate pas)

Make sure that our material in this truck checked the po(purchase order )

Supervised the unload items are not missing

No damage.  
Take a sample and move to quality.  
Receive update in to Sap Erp software and XI sheet .  
Contact with truck driver for updation docking and  
update s.r (serial no) .  
Create l.p.o.(local procurement order).  
Contact with inventory team for empty location that  
received items put in to location .  
Take a invoice a create a GRN  
And delivered to Account.  
Creat a RTN(return items) to wander.  
Cross dock strategy follow for fast moving items to  
customer



## Education

2015 - 2017

### Intermediate | Pre Eng

Math .  
Physics  
Chemistry

2017 - 2018

### Punjab College Talagang | Supply And Chain satisfaction

Integration off supply and chain.  
Logistics supply and chain  
Uses of Digital technology in supply and chain .  
Modification of Logistics.

### Envision Institute Of Technology | Diploma Of Information Technology

Grafic design  
Word office  
Advance xl  
Adob photo shop  
Pos and local software practice  
Out look used.



## Projects

Carrefour | Docking System

Missing pallet during high volume. Low marshaling space.and some time dispatched delayed. Some time store didn't received a stock so dock line and marshaling spcae full so build a docking drive system for fast tracking pallet  
Carrefour top management highly appreciate on this point of view.