



# IBTEHAJ JAVAID

## WAREHOUSING

### My Contact

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### Hard Skill

- Inventory Control
- Store Management
- Warehouse Operations
- Logistics Management
- Document Management
- Safety Regulations
- Observation
- Decision making
- Communication
- Multi-tasking
- Warehouse Operations

### Language

- Urdu
- Hindi
- English

### Education Background

- University of Sargodha Lhr Campus  
BS Computer Sciences  
Completed in 2019

### Certification

- NEBOSH International General Certificate in Occupational Health and Safety  
Completed in 2021

### About Me

With 4+ years of experience in the Textile, Food, and Fertilizer industries, I have expertise in data analysis, logistics, material flow, and documentation. I am a flexible team player with an analytical and strategic approach, committed to completing tasks within the allotted time and budget. Seeking a challenging role to make a meaningful contribution.

### Professional Experience

#### Gold Track Logistics | Dispatch Manager Nov 2022 – Oct 2023

- Overseeing product dispatch
- Ensuring quality control
- Maintaining health and safety guidelines
- Organizing work schedules
- Monitoring orders and delivery using GPS
- Ensure drivers and their vehicles comply with health and safety regulations.

#### Fatima Fertilizer | Warehouse Incharge Feb 2022 – Oct 2022

Key responsibilities:

- Recording and feeding of material as per SOPs.
- Maintain daily, weekly, and monthly Stock Status Reports.
- Physical inspection of inventory every week and requirements.
- Demand inventory from other warehouses on requirement.
- Preparation of handling, watch & ward contractor and LPO bills.

#### Interloop | Warehouse Supervisor Aug 2021 – Feb 2022

Key responsibilities

- Daily stock reporting to SCM.
- Responsible for the general state of cleanliness of the Warehouse.
- Preparation of all warehouse documents.
- Live entry of all transactions in ERP through the system.
- Maintain inventory by conducting the warehouse stock regularly.

#### Shakargunj Sugar Mill | Warehouse Incharge Oct 2019 – July 2021

Key responsibilities:

- Preparation of handling, watch & ward contractor monthly bills.
- Maintain inventory of company assets and equipment.
- Responsible for the general state of cleanliness of the Warehouse.
- Preparation of requisition form and Outward Gate Pass.