



Imran Qadeer

Date of birth: 26/12/1976

Nationality: Pakistani

Gender: Male

CONTACT

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ABOUT ME

Driven warehouse manager with years of experience working in Demanding situations. Able to work extended hours at a time performing intensive manual labor. Excellent leadership skills and ability to lead a team to great success. Exceptional organizational skills to keep track of thousands of products without a single one get misplaced. Keen eye for detail to locate areas of improvement. Effectively manage the warehouse & Inventory and reduce cost. Understanding when to use dedicated storage & when to use shared storage. Identifying the most convenient location in a warehouse based on an economic model. Identifying patterns in Customer orders & exploit to spend fulfillment. Evaluating warehouse performance. Evaluating & choosing a warehouse management systems & survive the Installation.

WORK EXPERIENCE

05/12/2022 – CURRENT Lahore

SEO Executive and Email Marketer Collaborate Solutions

- Managed successful link-building campaigns, securing high-quality backlinks from reputable websites.
- Book Marking, Profile linking, Relative forum commenting, Guest posting.
- Email Marketing Campaign
- Google analytics, Google search console, Google tag manager, Google keyword planner

22/09/2019 – 24/02/2020 Lahore , Pakistan

Production and Operation Manager Poplon Pakistan (Pvt.) Limited

- Managed and motivated employees to be productive and engaged in work.
- Accomplished multiple tasks within established timeframes.
- Maximized performance by monitoring daily activities and mentoring team members.
- Enhanced customer satisfaction by resolving disputes promptly, maintaining open lines of communication, and ensuring high-quality service delivery.
- Preparing Production report daily bases
- Ensuring that quality objectives and delivery deadlines.
- Entering all computer data such as Delivery orders processing, corrections, payroll, Vehicle management, weekly time.
- Manage logistics for timely delivery.
- Maintaining statistical records.
- Manage daily Expenses & Preparing Petty Cash Summery daily bases.
- Preparing Factory Worker overtime sheet daily bases.
- Look after daily attendance & Overtimes Factory workers.
- Manage & Preparing report daily bases for factory demand requirement

17/11/1997 – 22/12/2018 Lahore , Pakistan

Manager Warehouse and Dispatch InfoTech (Pvt.) Ltd

- Managed and motivated employees to be productive and engaged in work.
- Accomplished multiple tasks within established timeframes.
- Maximized performance by monitoring daily activities and mentoring team members.
- Enhanced customer satisfaction by resolving disputes promptly, maintaining open lines of communication, and ensuring high-quality service delivery.
- Responsible for organizing the safe and efficient receipt, storage and dispatch of Warehoused goods.
- Operating IT systems.
- Liaising with customers and other departments.

- Training, supervising and appraising staff.
- Ensuring that quality objectives and delivery deadlines are met.
- Administering stock control.
- Ensuring compliance with health and safety legislation.
- Managing the daily operations of a warehouse and support fleet operations for a direct store delivery center assuring timely and cost effective service levels.
- Entering all computer data such as invoice processing, corrections, inventory, payroll, vehicle management, weekly time, stock outs, and message transmission.
- Ensuring stocks/inventory are maintain at appropriate levels, in sync with ERP system.
- Ensuring logistics is execute in a timely and efficient manner.
- Overseeing all operations within the business concerned with goods in, goods out, warehousing, and stock management.
- Improving processes and procedures e.g. stock management and stock control system.
- Providing accurate and up to date information about the stock to the management.
- Organizing shipments.
- Coordinating drivers, vehicles, loads and journeys.
- Negotiating and agreeing contracts.
- Developing and confirming schedules.
- Planning for and negotiating technical difficulties.
- Preparing paperwork for regulatory bodies.
- Liaising with and managing staff and shifts.
- Waste management.
- Monitoring stock.
- Ensuring health and safety standards are met.
- Liaise with finance department for the purchasing of goods.
- All the orders are maintained in MIS system.
- Ensuring that the inventory maintained is hold in the appropriate location and in the appropriate status.
- Ensuring that waste (such as obsolete hard drives, faulty devices etc.) levels are kept to an absolute minimum.
- Maintain detailed account of warranty claims & records.
- Sponsor others, which includes mentoring and supporting others through performance evaluations, professional development plans, and other ways to grow individuals.
- Managing the efficient loading and unloading of trucks, work safety management and training, and federal/ state/local regulatory compliance.
- Performing administrative tasks necessary to support daily Distribution Center. Operations and assists Distribution Management on other special projects as assigned.
- Developing solutions to maximize and measure case-fill and on-time delivery.
- Completing shipping documentation / invoices and scheduling pick-up for all outgoing shipments.
- Monitoring shipments in transit to ensure timely arrival at destination

EDUCATION AND TRAINING

04/1997 – 05/1998 Lahore , Pakistan

● **Diploma in Computer Science (Computer Hardware)** Jinnah College of Management and Science

04/1996 – 03/1998 Lahore , Pakistan

● **Bachelor Commerce (Accounting And Business Management)** Punjab College of commerce

04/1990 – 07/1998 Lahore , Pakistan

● **Matric (Science)** Cantt Public High School

DIGITAL SKILLS

Microsoft Word | Microsoft Powerpoint | Skype | Zoom | Google Drive | Microsoft Excel

ORGANISATIONAL SKILLS

A self-motivated individual who is both deadlines focused and thorough in my approach to work.

Warehouse Management Systems (WMS)
Inventory Control
Logistics Management
Team Leadership
Operational Efficiency
Supply Chain Collaboration
An effective team player.
Exemplary negotiations and persuasion skills.
Proficient in MS application software's and ERP business software's
Problem-solving
Multitasking skills
Link Building
Keyword analysis
Off-Page Optimization
Google Analytics
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HONOURS AND AWARDS

24/07/2004 InfoTech (Pvt) Ltd.

ACHIEVEMENTS

Operation Person of the year
Inventory Accuracy Record
Operational Cost Savings
Safety Program Success