



Irfan Manzoor

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📍 Main Sui Gas Road, House #1, Street #1, Gulshan Colony, 52250 Gujranwala

Profile

With extensive experience as a Warehouse Supervisor, I have honed my ability to maintain precise inventory control and ensure seamless logistics operations. Adept at liaising between teams and clients, I bring a customer-focused approach to handling stock and materials, ensuring timely deliveries and fulfillment of customer requirements. I thrive in fast-paced warehouse environments, and I am committed to enhancing process efficiency and organizational success.

Education

BACHELOR'S DEGREE

University of Central Punjab, Lahore, Pakistan

Jun 1997 - Jul 2000

Employment

WAREHOUSE SUPERVISOR

May 2002 - May 2023

AL KIFAH READY MIX CONCRETE & BLOCKS, Hail - King Abdulaziz Road, New Industrial Zone - Saudi Arabia

- Implemented a new labeling system to enhance stock accessibility and reduce retrieval time.
- Developed a reporting system that improved communication efficiency with the procurement team.
- Conducted regular stock audits to ensure inventory accuracy.
- Coordinated with logistics teams to streamline deliveries and improve customer satisfaction.
- Optimized storage space utilization by reorganizing warehouse layout.
- Oversaw the integration of new technology to enhance inventory tracking capabilities and minimize errors.
- Developed a comprehensive training program for warehouse staff, resulting in increased productivity and safety.
- Coordinated with logistics teams to streamline deliveries and improve customer satisfaction.
- Led warehouse operations to meet fulfillment goals and improve operational efficiency.
- Implemented inventory control measures, reducing stock discrepancies by 15%.
- Supervised a team of 20 staff members, fostering a culture of safety and productivity.

Personal details

Date of birth

April 1, 1978

Driver's license

A1

Gender

Male

Nationality

Pakistani

LinkedIn

linkedin.

com/in/irfanmanzoor479047299

Skills

Global SAP system

SAP MM

SAP SD

SAP FI

SAP CO

SAP PP

Microsoft Word

Excel

Powerpoint

outlook

social media

Active listening

Teamwork

Responsibility

Dependability

Courses

Safety Rules for Warehouse

Jul 2018

- Understanding Hazardous Material Symbols
- Implementing Emergency Evacuation Procedures
- Fire Safety and Prevention Measures
- Using Personal Protective Equipment (PPE)
- Proper Lifting Techniques and Ergonomics
- Conducting Regular Safety Audits
- Maintaining Clean and Organized Workspaces for Safety
- Proper Handling of Warehouse Equipment
- Training on Reporting and Addressing Safety Incidents
- Ensuring Safe Forklift Operation and Maintenance

Problem-Solving Approach

Mar 2009

- Instituted periodic stock audits to proactively identify and rectify inventory inaccuracies.
- Designed and integrated a systematic labeling system to address stock retrieval inefficiencies.
- Collaborated with logistics teams, devising solutions to streamline delivery processes.
- Leveraged advanced technology to address inventory tracking issues and mitigate errors.

Warehouse Management

- Inventory and Stock Management Systems
- Incoming Materials Inspection and Reconciliation
- SAP System Updates in Warehouse Management
- Warehouse Transaction Documentation
- Efficient Warehouse Space Utilization Techniques
- Coordination of Warehouse Deliveries and Distribution
- Advanced Labeling and Shelving Solutions
- Advanced Warehouse Inventory Control Techniques
- Optimizing Warehouse Workflow Systems
- Ensuring Compliance in Warehouse Operations
- Warehouse Safety and Risk Management
- Automated Warehouse Systems Implementation
- Client Purchase Order Fulfillment Processes
- Warehouse Performance Measurement and Reporting
- Strategic Warehouse Layout and Design
- Supply Chain Integration in Warehouse Operations

Leadership

Motivation

Flexibility

ANALYTICAL THINKING

COMMUNICATION SKILLS

EMOTIONAL INTELLIGENCE

CREATIVE THINKING

ADAPTABILITY AND FLEXIBILITY

Languages

Arabic

English

Punjabi

Urdu

Hobbies

■ Cooking

■ Pets

■ Outdoor activities

■ Hiking

■ Painting