



MUAZ RAFIQUE TAMBE

CAREER OBJECTIVE

To secure a challenging position in a reputed organization to expand my learning, knowledge & skills. Secure a responsible career opportunity to fully utilize my training & skills, while making a significant contribution to success of the company.

PERSONAL INFORMATION

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DOB: 16-FEB-1999

NATIONALITY: INDIAN

MARITAL STATUS: SINGLE

VISA STATUS: EMPLOYMENT VISA

LANGUAGES:

- ENGLISH
- HINDI
- URDU
- MARATHI

PROFESSIONAL EXPERIENCE

WAREHOUSE ASSOCIATES (HELLMANN CALIPER HEALTHCARE LOGISTICS) PRESENT JULY 2023 TO TILL DATE.(JABEL ALI FREEZONE DWC)

CUSTOMERS HANDLED (J&J, SHISHEDO, ALMALUXE, NARS & NOVARTIS)

- Co-ordinating with day to day Warehouse Operation of Inbound & Outbound.
- Goods receiving function such as offloading, checking the putaway of all Incoming Consignments.
- Order Preparation such as Picking & Packing of Customers orders as per requirement.
- Ensures proper checking, dispatch & loading of vehicles against the dispatch documents.
- Carrying out activities such as scanning, cello wrapping, heat shrinking or other value added services i.e labelling, kitting, & Re-packing.
- Co-ordinating with CS teams for the planning of prioritize orders i.e which orders to be pick packed & dispatch.
- Ensures accurate stock replenishment.
- Assist in stock count, verification or other projects as instructed.
- Ensures Careful & Correct handling of stock.
- Strictly following standard processes, procedures & work instruction.
- Ensures the items are store in an orderly & in accessible manner in warehouse.
- Strictly following the 5S procedures.
- Report any defects or damage of the stock to Supervisor.
- Maintain a high standard of customer's service & be customers focus at all the time.
- Ensures that department keeps a high standard of health & safety environment.
- Attaining different Tanning Session with quality teams or with superiors.
- Leading the teams for Registration & Aggregation & maintaining & signing necessary document to release the stock.
- Carrying out Administrative & basic clerical works.
- Co-ordinating with Quality teams.
- Co-ordinating with different transport lines
- Ensures the load lists are in correct way & loading is done in correct truck i.e verifying the details of trucks, driver name & signing the necessary documents.
- Making the reports of expired products & sending to customers for destruction & for MOH Inspection.

INTERPERSONAL SKILLS

- Problem solving skill
- Willingness to learn new things
- Patience to work under any pressure
- Spirit of team work
- Leadership
- Decision making
- Creativity
- Multitasking
- Time Management

COMPUTER SKILL

- Micro Soft Office Word, Excel, PowerPoint, Outlook
- WMS (Warehouse Management System)
- LFS
- Internet
- Tally ERP9

HOBBIES

- Cricket: Played Taluka and District level tennis and leather ball cricket in India.
- Played Cricket for Hellman Worldwide Logistics.

WAREHOUSE ASISTANT (E-COMMERCE LOGISTICS B2C) AUG 2022 TO JUN 2023 (DUBAI COMMERCITY FREEZONE) CUSTOMERS HANDLED (PUMA, TLC, BIRKENSTOCK, SQUATWOLF, RALPH LAUREN)

- Co-ordinating with daily Inbound and outbound Operations of Warehouse.
- Receiving the Inbound.
- Segregation of Inbound
- Sending the clear Reports to different customers of damage items.
- Doing Put Away of Inbound
- Ensuring the GRN is closed correctly to declare the short and Excess of the material.
- Releasing the orders and picking the orders.
- Packing the orders on system and generating the airway bills.
- Ship out packed orders by doing manifest.
- Packing Expansion Orders along with weight, height & dimension to send the clear report to customer Service of that packed orders.
- Replying to the mails of clients.
- Coordinating with customers and with different shipping companies.
- Sending daily packed orders report to customers.
- Processing manifest orders to different shipping companies i.e. (DHL, FEDX, NAQEEL, ELITE, ARAMEX) etc.
- Carrying Out basic Admin & clerical Works.
- Ensure accurate stock replenishment
- Assist in stock counts, verifications, or other projects as instructed.
- Ensure careful and correct handling of stock.
- Makes the Gate passes of Different Shipping Vehicles to enter the freezone area along with vehicle name number and loading list i.e which orders to be shipped out and to be loaded.

WAREHOUSE ASSOCIATES (ACW MOBILES TRADING & LOGISTICS) NOV 2021 TO MAR 2022 (DUBAI AIRPORT FREEZONE)

- Maintaining records of new incoming stocks.
- Picking & filing orders from the stock.
- Packing & processing the orders along with dispatch labels.
- Loading the stock into the trucks along with proper documents & store shelves when needed.

EDUCATIONAL QUALIFICATION

- Bachelors of commerce (B.Com) field Accounting & Finance from Mumbai University in year 2019.
- Diploma In International trade in logistics management from (INDIAN INSTITUTE OF IMPORT & EXPORT MANAGEMENT) Government Recognized in year 2020.
- Certified in Fire & Safety Fundamentals & proper use of fire extinguisher from save fast fire & safety training LLC (DUBAI)

Regards,

(MUAZ TAMBE)