

Mohamed yousuf

Warehouse Keeper



Contact Details



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askermohamed386@gmail.com



Dubai

Skills

- Customer Service
- Typing speed 30 WPM
- Communication Skills
- Problem-Solving Abilities
- Cash Handling
- Teamwork
- Time Management
- Staff Training
- Basic Math Skills
- Familiarity with Warehouse Equipment

LANGUAGES

- English
Upper Intermediate (B2)
- Tamil
Native
- Hindi
Beginner

As a Warehouse Keeper, you will be responsible for overseeing the efficient receipt, storage, and dispatch of a wide range of products within our warehouse facility. Your primary duties will include managing inventory, organizing goods, maintaining accurate records, and ensuring the overall cleanliness and safety of the warehouse environment. You will work closely with other warehouse staff, as well as logistics and procurement teams, to ensure timely fulfillment of orders and optimal inventory management.

EXPERIENCE

January 2021 – November 2023

Warehouse Keeper | Commercial Traders
Karaikal, India

- **Inventory Management:** Maintaining accurate records of all incoming and outgoing goods. This involves tracking stock levels, organizing inventory, and conducting regular stock checks.
- **Receiving and Dispatching:** Receiving deliveries, inspecting goods for damage, and ensuring they are properly stored. Also, preparing orders for shipment, including packing, labeling, and arranging transportation.
- **Quality Control:** Checking products for quality and accuracy, ensuring they meet company standards and customer expectations.
- **Safety Compliance:** Ensuring that all warehouse operations comply with health and safety regulations. This involves implementing safety protocols, providing training to staff, and maintaining a clean and hazard-free work environment.
- **Equipment Maintenance:** Overseeing the maintenance and repair of warehouse equipment, such as forklifts, pallet jacks, and conveyor systems, to ensure smooth operations.
- **Space Optimization:** Organizing warehouse space efficiently to maximize storage capacity and facilitate easy access to goods. This may involve rearranging inventory, implementing shelving systems, and managing storage layouts.
- **Order Picking and Packing:** Fulfilling customer orders by accurately picking items from inventory, packing them securely, and preparing them for shipment.
- **Documentation and Reporting:** Keeping detailed records of inventory transactions, shipping manifests, and other relevant documentation. Generating reports on inventory levels, stock movements, and warehouse performance as needed.
- **Team Leadership:** Supervising warehouse staff, assigning tasks, providing training, and ensuring that team members adhere to company policies and procedures.
- **Problem-solving:** Resolving any issues or discrepancies that arise in warehouse operations, such as inventory discrepancies, delivery delays, or equipment malfunctions.
- **Continuous Improvement:** Identifying opportunities to streamline processes, improve efficiency, and reduce costs within the warehouse operation.
- **Customer Service:** Providing assistance to customers or other departments regarding product availability, order status, or any other inquiries related to warehouse operations.

EDUCATION

July 2023

Bachelor of Science | Computer Application
Don Bosco Collage, India