

MOHAMMED FARIZ P S

WAREHOUSE ASSISTANT

CONTACT

- +971 559968125
- mohammedfarizps@gmail.com
- www.linkedin.com/in/mohammed-fariz-ps
- 15 12A St. - Jumeirah - Jumeirah 1

SKILLS

- Organizational skills
- Attention to detail
- Time management
- Communication skills
- Basic computer skills
- Problem-solving
- Safety awareness
- Adaptability

EDUCATION

Bachelor Of Computer Application University Of Calicut

2017-2021

- Graduated with D Grade in Computer Application.
- Completed academic project 'Evento' in 2020 with Java as Front-End.
- Conducted open Tech Fest in 2018 for all students in different colleges.

LANGUAGES

- English
- Malayalam
- Hindi

HOBBIES

- Cycling
- Soccer
- Cricket
- Hiking
- Volunteering with a religious organization.
- Anime & Movie Streaming.

PROFILE

Experienced and reliable warehouse assistant with 5 months of hands-on experience in inventory management, order fulfillment, and maintaining warehouse efficiency. Proficient in utilizing inventory management software and operating material handling equipment safely. Strong attention to detail and a proven track record of accurately fulfilling orders within tight deadlines. Seeking to contribute my skills and dedication to support seamless warehouse operations and drive overall productivity.

WORK EXPERIENCE

Jr. Data Entry Operator Specialist

LULU Hypermarket/Warehouse 2022-2023

- Data Entry and Record Keeping:**
 - Entered and updated inventory records using SAP.
 - Maintained accurate records of incoming and outgoing merchandise in accordance with company protocols.
 - Organized and inputted sales transactions, ensuring timely and accurate data entry.
- Order Processing:**
 - Processed online and in-store orders promptly and accurately.
 - Verified order details and entered information into the system for fulfillment.
 - Collaborated with warehouse staff to coordinate order processing and ensure timely delivery.
- Inventory Management:**
 - Conducted regular audits of inventory levels to identify discrepancies and reconcile records.
 - Updated inventory databases with new stock arrivals and adjustments to quantities.
 - Monitored stock levels and generated reports to facilitate efficient replenishment and minimize stockouts.
- Communication and Coordination:**
 - Liaised with warehouse and mall personnel to coordinate inventory transfers and resolve discrepancies.
 - Communicated effectively with team members to ensure seamless data flow and information accuracy.
- Attention to Detail:**
 - Ensured accuracy and completeness of data entry by meticulously reviewing information for errors.
 - Detected and corrected discrepancies in data, maintaining high standards of quality control.
 - Paid close attention to detail when inputting alphanumeric codes, product descriptions, and pricing information.

REFERENCE

- Sabir M Muhammed
 - Position/Company - Warehouse Supervisor - LULU Hypermarket
 - Relationship - Supervisor/Manager
 - Email ID - sabirmmuhammed@gmail.com
 - Mobile - +91 9496624774