



Mujeeb U Rehman

Warehouse Operation Supervisor

Experienced Warehouse Supervisor with a strong background in inventory management. Proven ability to maintain accurate records, manage stock levels, and utilize space efficiently. Adept at ensuring timely delivery of goods and maintaining the security of the warehouse environment. Seeking to leverage hands-on experience to contribute to the efficiency and profitability of a reputable organization.

Contact

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Address

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Copretive Society Bin Qasim Town Karachi,
Pakistan

Education

2019

Bachelors of Arts (B.A)

Allama Iqbal Open University Islamabad

2015

Intermediate

B.I.S.E Mirpurkhas Board Sindh

Expertise

- Inventory Management
- Communication Skills
- Problem Solving Skills
- Microsoft Office
- Quality Management
- E-Business Suite (Oracle EBS)

Language

English - Basic
Urdu - Native
Sindhi - Native

Experience

2022 - Present

Gul Ahmed Textile Mills Pvt Ltd.|Karachi, Pakistan

Warehouse Operation Supervisor

- Managed daily warehouse operations, including receiving, storing, and distributing goods.
- Maintained accurate inventory records using E-Business Suite (Oracle EBS).
- Maintain physical stock proper stacking,tagging, and bin-cards as per Standard Operating Procedures (SOPs).
- Daily follow up with concern units about deliveries and resolve issues in real time .
- Trained and supervised a team of warehouse staff to achieve operational goals.
- To ensure receiving against correct PO (Purchase Order) To ensure issuance against correct DO (Delivery Order).
- Conducted regular stock audits and reconciliations to ensure inventory accuracy.

2019 - 2021

MY.MY Bari Textile Mills Pvt Ltd.|Hub, Pakistan

Warehouse Operation Supervisor

- Accept deliveries, check for damages, and ensure the correct items and quantities have been received.
- Store goods in designated locations, ensuring they are organized for easy access and retrieval.
- Maintain physical stock proper stacking,tagging, and bin-cards as per Standard Operating Procedures (SOPs).
- Optimize storage space by reorganizing goods as necessary and ensuring a clean, tidy warehouse.
- Maintain accurate records of all warehouse activities, including goods received, stored, and dispatched.
- To ensure receiving against correct PO (Purchase Order) To ensure issuance against correct DO (Delivery Order).

2018 - 2019

Lal Industries Terry & Kitchen Towels Pvt Ltd.|Multan, Pakistan

Quality Checker (Fabric & Terry Towels)

- Conduct thorough inspections of fabric and towel products at various stages of production to identify defects, inconsistencies, and non-conformances.
- Examine the texture, weight, color, and appearance of fabrics to ensure they meet quality specifications.
- Assess finished towels for flaws such as weaving errors, color discrepancies, loose threads, and irregular hems.
- Evaluate the overall quality of towels and fabrics against established standards for durability, absorbency, and finish.

2017 - 2018

Al Rahim Textile Industries Pvt Ltd.|Jamshoro Dist, Pakistan

Quality Checker (Fabric & Terry Towels)

- Examine fabrics or towels for defects such as holes, stains, uneven dyeing, misweaving, fraying, loose threads, and other imperfections.
- Measure fabric dimensions, including length, width, and weight, to ensure compliance with production specifications.
- Inspect finished goods to ensure they meet the company's quality criteria and specifications.
- Ensure all quality documentation is complete and accurate, adhering to industry standards and company policies.