



NOOR MUHAMMED



UAE, Sharjah



055-4752247



Noorm1723@gmail.com

I am a warehouse supervisor with over 6 years of experience in managing inventory, coordinating shipments, and leading a team of warehouse staff. I have a proven track record of improving efficiency, reducing errors, and ensuring the smooth operation of warehouse activities.

Experience

MARKA VIP - JANUARY 2012 DEC-2015 OPERATION WAREHOUSE

- Review operation schedule and production requirements to ensure timely order fulfillment
- Data entry of discrepancy of inventory for missing product
- Handling cycle count & follow up on audit on a daily basis.
- Weekly location count bin scanning task
- Handling picking items task and prepare the dispatched orders.
- Engage with the team to accomplish the task on time periods.
- Creating the bins for the goods if required for extra space.
- Follow up with fulfillment team related the inventory items picking task for the orders.
- Update the receiving goods as Put away in the bins.
- Perform critical inventory task to ensure the correct amount of items are in Stocks

MELLTOO DUBAI FREE ZONE – MAY 2019 OPERATION & INVENTORY DEPARTMENT

- Follow up with the courier regarding the urgent deliveries
- Tracking the pending orders in the system as per the customer inquiry.
- Following shipments as we received from the supplier and tracking delay shipments.
- Creating new orders as per requests. And checking extra items as we received from supplier.
- Creating new ICPO for bulk shipments. And tracking partially shipments.
- Handling incoming calls and other communications from call center. Managing dept. archiving system.
- Implementing procedures and administrative systems.

PERSONAL DETAILS

Date of Birth : July 26 1992

Marital Status : Married

Nationality : Bangladesh

UAE Driving License

Type of License : Automatic

Place of Issue : Sharjah

Date of Issue : 12 Oct 2017

Date of Expiry : 30 Oct 2024

COMMUNICATIONS

Arabic

English

Hindi

Bangla

OC HOME FURNITURE – JUNE 2021 OPERATION & LAST MILE

- Supervised shipping and receiving, distribution and workplace safety.
- Supervised warehouse operations by managing employees during shifts.
- Supervised shipping and handling operations.
- Maintained high levels of accuracy in daily operations.
- Completed daily operations on time and maintained high standards of accuracy.
- Operated warehouse material handling equipment correctly to move loads.
- Coordinating on customer delivery
- Taking update from Driver on delay orders
- Handling customer returned goods
- Improved delivery plans with strong scheduling knowledge, organizational skills, and route

EDUCATION & COMPUTER

- High School
- Microsoft Professional

BUSINESS SOFTWARE

- Mina 360 for Delivery Last Mile
- NetSuite Inventory Controller System
- Skuvault Warehouse Management
- Microsoft Dynamics NAV
- Wings For Last Mile

AREAS OF INTEREST

- System administer
- Floor Supervisor
- Last Mile Supervisor
- Inventory Controller