

PERSONAL INFORMATION

Muhammad Rauf Azad



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Sex Male | Date of birth 03/07/1983 | Nationality Pakistani CNIC:31202-5916838-3
Passport:AA1878385 Marital Status: Married

JOB APPLIED FOR POSTION

Applied for Warehouse Operations/Logistics/Quality Control

PREFERRED JOB

Preferred Job: Warehousing/Logistics/QA/QC

PERSONAL STATEMENT

High Performing strategic-thinking professional with more than 17 years of management and leadership experience. Highly skilled at relationship building with clients and across organizations and teams; exceptional writing, presenting and interpersonal communication skills. Adept at assigning needs, generation option and implementing solutions in collaboration with team members, clients and stakeholders.

WORK EXPERIENCE

(July,2021 to ongoing) **Warehouse Executive Operations**

Imtiaz Super Market (7th Floor, Prestige Trade Center, Main Shaheed-e-Millat Road, Karachi, Pakistan. · 021-111-468-429 (IMT-IAZ) · (www.imtiaz.com.pk)

Responsibilities:

- Address WSH risks from assessment reports to determine hazard
- Analyse risks associated with different approaches of process changes.
- Develop cargo handling schedules that consider timeline and resource factors.
- Develop forecast planning of resources within business activities.
- Develop warehouse planning methods.
- Develop warehouse storage, layout and Material Handling Equipment (MHE) plans.
- Develop warehousing standards for quality management systems.
- Manage supply chain security operations.
- Manage time and temperature sensitive cargo operations.
- Perform safety and health risk assessment.
- Plan the information flow for end-to-end warehouse processes from order initiation to receiving, handling, distribution and storage.
- Planning and scheduling shipments to ensure timely delivery of goods.
- Managing and optimizing transportation routes to minimize costs and maximize efficiency.
- Tracking and tracing shipments to monitor their progress and address any issues or delays.
- Resolving customer inquiries and complaints related to logistics and shipping.
- Review areas in logistics operations where technology can enhance processes.
- Review cargo consolidation plans to identify savings in space, cost and efficiency.
- Review latest technology trends for application to logistics business.
- Select and deploy material handling systems.

Imtiaz Super Market 'Pakistan's No-1 Retail Chain



(Nov,2016 to Dec,2018)

Technical & Development Manager

RT Anugerah Sdn Bhd (8-2B, Dolomite Park Avenue, 68100 Batu caves , Selangor, Malaysia)



Responsibilities:

- Maintain and Takes full responsibility for the definition, approach, facilitation and satisfactory completion of our ongoing projects(Typically with direct business impact and firm deadlines)
- To identify, assesses and manages risks to the success of the project.
- To ensure that realistic projects plans are maintained and ensures regular and accurate communication to stakeholders, consistent with the method in use.
- To Ensure Quality reviews occur on schedule and according to SOP (Standard Operation procedure).
- To manage the change control procedure, and ensures that project deliverables are completed within agreed cost, Timescale and resource budgets, and are signed off.
- To provide effective Leadership the Project Team, and takes appropriate action where team performance deviates from agreed tolerances.

(Jan,2015 to Sep,2016)

Operation Executive

Sawabi Star Maintenance Services LLC. (G-01 Morocco Building, International City, P.O.Box No:116890, Dubai, United Arab Emirates)



Responsibilities:

- Daily reporting to CEO regarding the company processes
- Making new company policies and ensuring compliance
- Upgrading business functionality by aligning the business objectives
- Handling projects and making product innovation
- Evaluating costs and maintaining profit margins
- Increasing productivity levels by implementing improved procedures
- Analyzing operational data and maintaining product inventory
- Monitoring whether the policies and procedures are followed throughout the company
- Overlooking HR departments policies and performance review
- Making sure that the relationship with the client, suppliers, and vendors stays positive

(Jan,2013 to Jan,2015)

Snr Warehouse Officer

CAPE EMS Manufacturing (M) Sdn Bhd. (No. 1 Jalan Belati 2, Taman Perindustrian Maju Jaya Jalan kempas Lama, 81300, Tampoi, Johor Bharu (Johor) Malaysia)



Responsibilities:

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.

(Jan, 2012 to Dec,2012) **Supervisor Warehouse**

Classic Advantage Sdn Bhd. (Jalan Persiaran, Taman Technology 81400,Senai, Johor Bharu (Johor) Malaysia)



Responsibilities:

- Assists Warehouse Manager with hiring and training of new employees.
- Schedules and oversees warehouse staff.
- Conducts performance evaluations that are timely and constructive.
- Receives and records new inventory as it is delivered; inspects and stores it according to policy.
- Conducts physical inventory, compares results to computerized inventory, and reconciles any differences.
- Replenishes stock and inventory as needed.
- Ensures that all stock is stored in correct locations in the warehouse.
- Transfers inventory to trucks for delivery in a timely manner and according to schedule.
- Schedules materials being transferred to and from warehouse; coordinates transfer of inventory between departments.
- Collaborates with other departments and stakeholders to develop strategic plans and procedures to increase the efficiency of warehouse practices.
- Monitors expenditures; implements corrective actions if needed.
- Enforces operating instructions and safety policies.

(Aug,20 11 to Jan, 2012) **Assistant Supervisor Warehouse**

Classic Advantage Sdn Bhd. (Jalan Persiaran, Taman Technology 81400,Senai, Johor Bharu (Johor) Malaysia)



Responsibilities:

- Manage the warehousing and storage of all materials.
- Supervise the delivery of materials and supplies to all district facilities upon schedule and request. Make emergency deliveries if needed.
- Insure accuracy of completed request form.
- Plan & direct the inventory and stock control programs for Materials.
- Maintain the inventory of supplies coordinate the replacement and ordering of such.
- Complete low stock report forms.
- Work closely with the production to recommend quantities of supplies for purchase, and exercise budgetary control over warehouse operations.
- Develop procedures and recommend estimates for an orderly replacement of exiting materials as it expires or deteriorates.
- Keeping a stock control system up-to-date and planning future capacity requirements.
- Producing regular reports and statistics on a daily, weekly and monthly basis.
- Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met.
- Supervise processing of all receiving reports on all shipments received through the warehouse.
- Supervise the cleaning of the warehouse including waste disposal of packaging materials. Develop cleaning schedule.
- Perform other duties assigned by Manager

(Feb,2011 to Aug,2011) **Senior Dispatch Officer**

Classic Advantage Sdn Bhd. (Jalan Persiaran, Taman Technology 81400, Senai, Johor Bharu (Johor) Malaysia)



Responsibilities:

- Scheduling and dispatching drivers, work crews, vehicles or equipment to appropriate locations according to predetermined schedules, customer requests or immediate needs
- Relaying information such as work orders or other messages to and from work crews, field inspectors, supervisors or emergency personnel
- Using telephones, two-way radios or text messages to contact employees or emergency personnel
- Speaking with supervisors or customers to resolve problems, requests for services or equipment
- Preparing daily work such as schedules
- Preparing work orders for crew or receiving work orders from work crews
- Being in charge of communications within company assigned territories
- Keeping and organizing work requests, customer requests, completed work requests, charges for work performed, expenses for services performed, inventory records and other information

(Aug,2009 to Dec,2010) **Curator Cum Store Keeper** (B.P.S 12) Government of Punjab Forests & Fisheries Department
Office of the CF/Administrator Lal Suhanra National Park, Principal Punjab Forest School Bahawalpur (Forest Complex Hasilpur Road Bahawalpur.Pakistan.)

Responsibilities:

- Receive detailed and accurate information when goods arrive at the warehouse, then carefully check and record the quantity and condition of goods when moving out of the warehouse.
- Check goods receipt/issue requisition documents under regulations to ensure quality goods and deliver to the right object to avoid confusion.
- Receive delivery documents, make goods issue requests, save information on the goods management system and transfer it to the purchasing or accounting department under regulations to serve the next control stage.
- Responsible for arranging neat and clean locations and premises to receive goods in a convenient, fast, and time-saving way when there is information on goods receipt.
- Ensure that the goods receipt and issue process does not damage the goods.
- Record specifically the goods received note and goods delivery note to list the quantity of the goods.
- Track the number of goods receipt/issue each day and compare with the minimum norm to maintain warehouse efficiency.
- Keep track of minimum inventory and stock counts for the day.
- Ensure that the goods always have a reasonable minimum inventory level in case the partner unexpectedly requests a large quantity of goods or there is damaged goods during transportation.
- Propose to the Director to change the minimum norm of the warehouse to provide a timely solution when there is a sudden change in the quantity or quality of goods.
- Make a purchase requisition form according to plan.
- Make goods purchasing and issue procedures.
- Follow up the goods receipt process, speed up purchasing, buy raw materials to ensure warehouse performance, and provide essential materials for the production process.
- Make records of warehouse changes and update the warehouse plan when there is a change.
- Arrange goods neatly, scientifically, clearly, and cleanly as required.
- Making warehouse records and taking stock of goods
- Creating warehouse records is the job that the storekeeper has to perform, making warehouse management easy. With big warehouses, and a large number of goods, this

thing is strikingly significant. Creating a warehouse record will be classified according to each type of goods, including item code, expiry date, size, and required object.

- Taking stock of goods helps control the amount of goods circulation and inventory. Therefore, the storekeeper detects defective goods to make a list to send to the functional department for handling.

(Oct,2005 to Apr,2007) **Dispatch Officer**

Prima Agri Products Sdn Bhd (No.16 & 18 Jalan P-10/13, 43650 Bandar Baru Bangi Selangor Dar-ul-Ehsan. Malaysia)



Responsibilities:

- Address problems and requests by transmitting information or providing solutions
- Receive and dispatch orders for products or deliveries
- Prioritize calls according to urgency and importance
- Use radio, phone or computer to send crews, vehicles or other field units to appropriate locations Monitor the route and status of field units to coordinate and prioritize their schedule
- Provide field units with information about orders, traffic, obstacles and requirements
- Enter data in computer system and maintain logs and records of calls, activities and other information

(Dec, 2004 to Sep,2005) **Admin/Panel/Account Assistant**

Rahnuma (FPAP) FHH-NGO (Affiliated with International Planned Parenthood Federation, London (IPPF) Islamabad, Pakistan.)



Responsibilities:

- Prepare Monthly Billing of Panel's Organizations.
- Preparation of payment of visiting consultants for Panel Patients.
- Preparation of monthly reimbursement claims of Panel's Department.
- Management/ queries of Panel/General Patients and Clients.
- Collect daily cash from counters.
- Preparation of daily cash income report.
- To deal with the Panel Patients/Clients.
- To ensure Patient/client's service requirements.
- Daily record keeping of Indoor, Outdoor & Antenatal patients/Clients.
- Monthly Performance Report.
- Data Entry (Accounts/ Admin/HR etc).
- Entertaining the Panel Patients.
- Documents Keeping.
- Handle incoming & outgoing mails.
- Answer queries by telephone and email on general issues.
- Preparing of Presentations etc.
- Assisting **P.R.O** in Public Relation matters & protocols.

(Jun, 2004 to Nov, 2004) **Sales Promotion Officer**

Robin's Pharmaceutical Company (No.43 Industrial Triangle State Kahota Road Humak Islamabad Pakistan)



Responsibilities:

- Introduce company products.
- Promote company sales.
- Make liaison with doctors.
- Make follow-ups with pharmacies.

LANGUAGE SKILL:

Language	Reading	Writing	Speaking
English	Expert	Expert	Intermediate.
Bahasa Melayu	Intermediate	Intermediate	Intermediate
Urdu	Expert	Expert	Expert
Punjabi	Beginner	Beginner	Intermediate

EDUCATION:

Year	Degree	Institution
2013	B.E (IT)	University Teknologi, (Johor) Malaysia.
2007	B.Com	The Islamia University, Bahawalpur, (Punjab) Pakistan.
2004	Intermediate (H.S.S.C)	Board of Intermediate & Secondary Education, Bahawalpur, (Punjab) Pakistan.
2001	Metric (S.S.C)	Board of Intermediate & Secondary Education, Bahawalpur, (Punjab) Pakistan.
2002	Radio Grapher Diploma	Para Medical School, Bahawalpur, (Faculty of Lahore), (Punjab) Pakistan.

COMPENTENCY: (To perform the job successfully, an individual should demonstrate the

- **Following competencies Detail as below:**
- Knowledge of records management procedures.
- Knowledge of assigned program activities guidelines and processes
- Ability to operate various work-processing software, spreadsheets, and database programs.
- Maintain confidentiality.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Communicate efficiently and effectively both verbally and in writing.
- Carry out multiple tasks and meet deadlines.
- Follow instructions furnished in verbal or written format.
- Detail oriented and possess skill in ten-key by touch.

Digital Skills: (To perform the job successfully, an individual should demonstrate the

- SAP/S4 Hana-MM,WMS, L.E & Plant Maintenance Module/Transportation Management
- Office Automation, (MS Word, MS Excel, MS Power Point)
- Capable of all kind computers Branded or Non Branded, Laptop, Notebook,
- Computer Assembling, Installation Operating system & Related Software.

