

# SAYYED THAMEEM O.K

WAREHOUSE ASSISTANT



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- Rabwah building, Al barsha dubai

## PROFILE

Highly reliable and focused Warehouse assistant with strong record of exemplary customer service. Able to work independently with little to no supervision or as a team member. Adept at maintaining and updating multiple high-volume data resources in both paper and electronic forms.

## SKILLS

- Order picking
- Product placement
- Visual merchandising
- Complaint management
- Stock handling techniques
- Delivery coordination
- Stock management
- Strong Communication

## EXPERIENCE

### WAREHOUSE ASSISTANT

Al tayer group , Dubai , UAE

January 2022-Present

Apply shipping and mailing labels to items that are being shipped out of the company to fulfill orders or replace damaged stock keeps track of the goods and supplies in a store or warehouse and manages orders to facilitate sales or orocucun. Tracking and sending reports on daily, weekly and monthly basis as per business to respective teams Maintaining updated and accurate records of inventor. including transters and cycle counts. supplies in a store or warehouse as per BU needs Identifving complex problems and reviewing related information to develop and evaluate options and implement solutions. Analvzes dailv product and supply levels to anticipate inventory problems and shortages recording dailv deliveries. evaluating new shipments. and analvzing different suppliers maintaining stocks, updating records and detecting discrepancies between stocks and records Handling cycle count report of wareHOUSE discrepancies between physical counts and computer records and Perform critical inventory tasks to ensure the correct amount of items are in stock Handling inventory and updating supply chain according to company guidelines Supporting Inbound team by creating shipment apt as needed NSC, A5N, NORMAL Supporting outbound by updating sales force and resolving cases to ruti customer order

### SALESMAN

Lulu, Dubai , UAE March 2017- November 2021

- Processed product returns, ensuring items were clean and resaleable.
- Fostered positive relationships with customers, enhancing loyalty and retention.
- Handled concerns and complaints with care, delivering positive outcomes for continued customer loyalty.

## EDUCATION

### HIGH-SCHOOL , COMMERCE

Kumbala Academy  
April 2015