



Shin Thant Oo

WAREHOUSE PROFESSIONAL

WORK EXPERIENCES

Warehouse Assistant Manager

Jun 2019 – Nov 2023

CPP Fertilizer Co., Ltd., Myanmar

- Oversee warehouse operations to ensure efficient storage, organization, and distribution of goods.
- Supervise warehouse staff, including training, scheduling, and performance management.
- Manage inventory levels, conduct regular stock checks, and coordinate with procurement to replenish supplies.
- Track and coordinate the receipt, storage, and timely delivery of goods and materials.
- Order supplies and maintain suitable inventory levels.
- Check orders, bills, items received, inventory, and deliveries for accuracy.
- Develop and implement strategies to optimize warehouse layout and workflow.
- Generate reports on warehouse activities, such as inventory turnover, order fulfillment rates, and efficiency metrics, to support decision-making.
- Address customer inquiries and concerns regarding warehouse operations and order status.

Warehouse Supervisor

July 2018 – May 2019

Myanmar CP Livestock Co., Ltd, Myanmar

- Oversee daily operations within the warehouse, including receiving, storing, and shipping of goods.
- Ensure inventory levels are accurate and appropriately maintained.
- Supervise warehouse staff, including training, scheduling, and performance management.
- Monitor equipment and facilities for maintenance needs and repairs.
- Optimize warehouse layout and organization for efficient storage and retrieval of goods.
- Conduct regular inventory audits to reconcile discrepancies and minimize losses.
- Communicate effectively with suppliers, vendors, and transportation companies.
- Analyze data and metrics to identify areas for improvement and implement strategies to enhance warehouse efficiency and productivity.

SUMMARY

Dedicated and results-oriented warehouse professional with over 9 years of extensive experience in managing inventory, leading teams, and optimizing warehouse operations for maximum efficiency. Seeking a challenging position in a dynamic warehouse environment where my skills and experiences can be utilized to streamline operations and contribute to the company's success.

CONTACT

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Al Rigga, Deira, Dubai, UAE

PERSONAL INFO

Date of Birth	: 30 Sep 1993
Marital Status	: Single
Nationality	: Myanmar
Religion	: Buddhist
Visa Status	: Visit Visa
Issuance Date	: 4 Mar 2024
Expire Date	: 13 May 2024
Availability	: Immediately

EDUCATION

❖ B.Ed. (English, Physics, Chemistry)

SKILLS

Language Skills

- English
- Burmese

Professional Skills

- Inventory Management
- Manpower Management
- Record Maintenance
- Effective Communication
- Work Well under Pressure
- Team Leadership
- Organizational Skills
- Problem Solving
- Adaptability & Flexibility
- Physical Stamina & Strength

Computer Skills

- Microsoft Office Suites
- Internet & Email

HOBBIES

- Reading
- Gardening
- Music
- Cooking

WORK EXPERIENCES CONT'D

Warehouse Assistant Manager Jun 2017 – Jun 2018

Sunjin Myanmar Co., Ltd, Myanmar

- Manage the space for raw materials receiving.
- Manage the manpower and trucks for delivery
- Make the daily loading and unloading report.
- Calculate Labor charges for loading and unloading.
- Enforce Safety Guideline.
- Perform Emergency Response Drill.
- Check Plan for Fumigation Records.
- Manage Free Spaces and Capacities.
- Check Warehouse Area Cleaning and Control Labors.
- Monitor and control loading and unloading speed.
- Control to reduce the damaging when unloading.
- Daily and monthly stocking checking.
- Check the quantities and qualities of goods and report the damage if necessary.

Warehouse Staff Oct 2013 – Dec 2016

Myanmar CP Livestock Co.,Ltd , Myanmar

- Receive incoming shipments accurately and efficiently.
- Calculate and control the average weights of the items and make weight report.
- Verify received goods against purchase orders and ensure they meet quality standards.
- Organize and categorize inventory within the warehouse space.
- Safely store products to prevent damage or loss.
- Maintain accurate inventory records through regular stock checks and audits.
- Pack and label items for outgoing shipments with precision.
- Process orders in a timely manner to meet customer requirements.
- Make ISO documents.
- Keep the warehouse clean, organized, and hazard-free.