

SIRAJ MUHAMMAD

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SUMMARY

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.

EXPERIENCE:

01/2021 -15/09/2023

Store keeper/Warehouse in Charge (Unilever Pakistan) FMCG

Muller & Phipps Pvt. Ltd. Pakistan – Haripur- Pakistan

Responsible for overseeing the general operations of a warehouse and its staff. Handle the recording and maintaining of inventory, advising the imports received and items exported also train new workers and ensure their performance is adequate. Manage the daily distribution operations and reporting to senior management teams Make recommendations that reduce costs and implement business efficiency while managing strict schedules and deadlines. Organize and document work flows, SOP, and training materials to encourage safety and regulatory compliance. Managed inventory by performing physical counts, identifying variances, and reconciling records, Compiled, sorted, and filed records of product orders, business transactions, and other activities.

Responsibilities:

- Receive, pull stock, store, and maintain warehouse inventory
- Responsible for the issuance of stock and supplies to all departments in the organization
- Scrutinize all deliveries and ensure that defective or incorrect items are returned
- Examine stock and dispose of depreciated and obsolete stock following the organization's policy
- Responsible for stock control and housekeeping operations of warehouse cargo and items
- Key departmental orders into the inventory management system
- Carry out minor maintenance or repair of storeroom material
- Responsible for the preparation of requisitions for supplies and materials
- Responsible for the maintenance of inventory of parts and equipment on hand
- Keep documentation of stock and supplies issued
- Responsible for the preparation of work orders for equipment repairs
- Preserve records and prepare related reports.

05/2016-12/2020

Store keeper/Warehouse In charge (P&G) Procter & Gamble of Pakistan FMCG

Pakistan Traders Pvt. Ltd. Pakistan –Haripur- Pakistan

- Effective warehouse in charge with thorough understanding of daily distribution operations supply chain principles and strategic planning. Positive leader with history of increasing customer satisfaction and employee morale. Proficient with industry-standard computer programs with experience designing a new database from scratch Organized efficient daily work plans based on oral instructions and written directions to meet challenging objectives.
- Unloaded incoming products off trucks, sorted items in the staging area, and transport items to final storage locations.
- **Responsibilities:**
- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.

09/2010-04/2016

STORE KEEPER/SUPERVISOR OPERATION SALES

United Medicine Pvt. Ltd. Pakistan –Haripur- Pakistan

- Managed inventory by performing physical counts, identifying variances, and reconciling records.
- Received incoming goods, checked the paperwork, and reviewed merchandise for accuracy against documentation.
- Pulled damaged and recalled products for return or disposal.
- Received, checked in and stocked merchandise throughout the store helped maintain store inventory levels, and assisted with orderliness and cleanliness of the sales floor and stock room.
- Entered information into the system to update status reports.
- Organized and processed damaged goods according to vendor and manufacturer procedures.
- Prepared inventory for shipment by attaching tags and labels.

- Performed cycle counts on a daily basis to immediately spot errors and apply remedies.
- Organized and processed damaged goods according to vendor and manufacturer procedures.

07/2008 - 06/2010

Computer Operator/Teller Cashier

Western Union Money Transfer Haripur- Pakistan

- Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.
- Balance currency, coins, and checks in cash drawers at the ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Receive checks and cash for deposit, verify amounts, and check the accuracy of deposit slips.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.

• **01/01/2008 to 07/06/2012**

Le Meridien Al Aqah Beach Resort

Position: F & B Senior Supervisor, Stewarding **FUJAIRAH, U.A.E.**

Responsibilities:

Responsible for overseeing the work of stewarding team, also ensuring that everyone is doing their job correctly and in accordance with company standards, policies, and procedures. also responsible for training new employees & helping current staff develop new skills, providing performance feedback, or even coaching individuals

• **19/05/2005 to 30/12/2007**

Burj-Al-Arab Resort

Position: F & B Stewarding, Team Leader

Dubai, U.A.E

Responsibilities:

- Responsible for Shift Supervision reviews & reinforces operating procedures, assisting Assistant Chief Steward , Chief Steward in Kitchen Equipment making shift report at the end of shift and discuss with Chief Steward

• **05/10/2003 to 17/05/2005**

Jumeirah Beach Hotel

Position: F & B Steward

Dubai, U.A.E

Responsibilities:

- To perform duties Cleaning, Sanitizing and organizing of the entire Kitchen as assigned by the stewarding team leader, assistant manager stewarding accordance established standard of performance and schedule, safe, correct and economic use of stewarding equipment that includes Dishwashing Machine, Glass Washing Machine.

Languages:

Speak, Read and Write English.

Speak, Read and Write Urdu.

Speak, Read and Write the Punjabi

COMPUTER SKILLS & Certifications:

• **Certificate in Office Automation**

Windows 98/XP, MS Access, Power Point, DOS (Disk Operating System), MS Word, MS Excel, Fox Pro,

• **Foundation Certificate in Basic Food Hygiene (2008)**

Conducted by SAFE HAND FOOD TECH CONSULTANT

Le Meridien Al Aqah Beach Resort Fujairh, U.A.E

• **Foundation Certificate in Basic Food Hygiene (2005)**

Conducted by CIEH (Chartered Institute of Environmental Health)

QUALIFICATION:

05/2000

HSSC F.A. (Higher Secondary School Certificates)

Govt Post Graduate College Haripur- Pakistan

08/1998

HSC Matric (Higher School Certificates)

Govt High School No 02 KTS Haripur- Pakistan