



Tahir Munir

Warehouse Supervisor / Store In charge

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ACHIEVEMENTS

Appreciation Letter for successfully manage AG Audit 2013.
Implementation of Easy Life System 2011.
Successfully Launch SAP live system in replacement of BASIS.
Successfully launch WMS system in 2021.

WORK EXPERIENCE

WAREHOUSE-SUPERVISOR.

Swiss Arabian Perfume Group

03/2024 TO 08/2024

(Project on Warehousing
and Export Sales) – UAE

1. Export & Local Order Processing and Fulfilment:

- Receive and review customer orders, picking items from inventory according to order specifications
- Accurately load items for shipping, ensuring they are well- protected.
- Prepare shipping documents, such as packing lists and shipping labels.
- Load vehicles as per FEFO and maintain traceability of stock.

2. Inventory Management:

- Receiving incoming shipments, inspecting contents for damage, and verifying order accuracy.
- Organize and label received products, ensuring they are stored in designated locations.
- Perform regular inventory counts to maintain accurate stock levels and report discrepancies to manager.
- Prepare weekly aging reports of the inventory to prevent the loss of expired product
- Ensure proper tagging of inventory as per FEFO traceability

3. Documentation for export sales:

- Maintain record of packing and picking list with proper CBM & Weight for export shipment.
- To ensure batch wise item picking from certain location through WMS system.
- Maintain production records in every shift end with production staff

4. Customer Service:

- Maintain a positive and helpful attitude when interacting with colleagues, customers, and vendors.
- Provide support to customer service teams by assisting with order inquiries and resolution of issues.
- Extend support to 3PL transporter in arranging vehicles as per orders availability

5. Material Handling:

- Ensure Load and unload vehicles safely and efficiently
- Ensure proper handling of fragile or hazardous items

FINISHED GOODS-WAREHOUSE

Coca Cola Beverages of Pakistan Limited

06/2006 TO 08/2023 – Pakistan

Achievements/Tasks

1. Order Processing and Fulfilment:

- Receive and review customer orders, picking items from inventory according to order specifications
- Accurately load items for shipping, ensuring they are well- protected.
- Prepare shipping documents, such as packing lists and shipping labels.
- Load vehicles as per FEFO and maintain traceability of stock

2. Inventory Management:

- Receiving incoming shipments, inspecting contents for damage, and verifying order accuracy.
- Organize and label received products, ensuring they are stored in designated locations.
- Perform regular inventory counts to maintain accurate stock levels and report discrepancies to manager
- Prepare weekly aging reports of the inventory to prevent the loss of expired product
- Ensure proper tagging of inventory as per FEFO traceability

3. Warehouse Maintenance:

- Keep the warehouse clean and organized by arranging products, materials, and equipment
- Ensure to dispose of packing materials and debris in a safe and efficient manner
- Maintain a safe working environment by adhering to safety protocols and reporting any potential hazards
- To ensure proper ventilation system in warehouse to prevent moisture

4. Material Handling:

- Ensure Load and unload vehicles safely and efficiently
- Ensure proper handling of fragile or hazardous items

5. Quality Control:

- Inspect products for defects or damage during the loading process, ensuring only high-quality items are shipped
- Identify and report any quality issues to the Team captain for further investigation
- Identify and place on hold products to non-confirming area

6. Documentation:

- Maintain accurate records of received and shipped products, including quantities, descriptions, and serial numbers
- To perform vehicle scanning using Warehouse Management System
- Maintain production records in every shift end with production staff

7. Team Collaboration:

- Collaborate with other warehouse staff members, and cross-functional teams to ensure smooth operations.
- Assist in training new employees on warehouse procedures and safety protocols.
- Startup of shift with safety session on daily basis with FLO's & 3PL contractors as per company's defined safety laws
- Collaborate with FLO's to achieve day to day targets given by management

8. Customer Service:

- Maintain a positive and helpful attitude when interacting with colleagues, customers, and vendors.
- Provide support to customer service teams by assisting with order inquiries and resolution of issues.
- Extend support to 3PL transporter in arranging vehicles as per orders availability

9. Freight Processing

- Process freight of 3PL contractor on monthly basis in OTM (Oracle Transport Management)
- Reconcile all Bill-T and documents with system vs physical
- Maintain proper records of bill-t in the shape of book bindings

RAW_MATERIAL STORE

Coca Cola Beverages of Pakistan Limited

Achievements/Tasks

- Take delivery of all incoming materials and reconcile with purchase orders
- Track, document, and resolve any discrepancies on received orders Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Responsible for packing, pricing, labeling, and returning supplies
- Responsible for stock rotation and coordinate the disposal of surpluses
- Oversee the handling of freight, the movement of equipment, and minor repairs
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally
- Create purchase orders and utilize purchasing card to perform low-value procurement activities
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.

FLEET WORKSHOP

Coca Cola Beverages of Pakistan Limited

Achievements/Tasks

- Physical Spare parts Counting on daily basis.
- Maintain physical inventory of spare parts as per requirement.
- Ensure to fill out the inspection check list of fork lifters by FLO on daily basis.
- Ensure that safety gadgets are properly working in fork lifters.
- To do Issuance of fork lifter spare parts in SAP.
- To do Issuance of LPG cylinders in SAP.
- To do zycus for spare parts purchasing.
- To do PR in SAP for purchasing of spare parts as per requirement.
- Ensure to change oil of fork lifters after required hours.
- Maintain records of next oil changing of fork lifters.
- Maintain & prepare record keeping of LPG Issuance.
- Maintain GMP of fleet workshop as per company standards.

EDUCATION

Bachelor's in Commerce (B. Com) 2003

University of Punjab, Lahore Pakistan

Diploma in Commerce (D. Com) 2001

Punjab Board of Technical Education Lahore

PROFESSIONAL SKILLS

Time Management

Problem Solving

Critical Thinking

Innovation

Communication

Decision Maker

Team Work

Colaboration

TECHNICAL SKILLS

SAP

WMS

BASIS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

LANGUAGES

English

Hindi

Urdu

PROFESSIONAL TRAININGS & DEVELOPMENTS

- Certification of Specialization in Material Handling & Warehousing.
- First Aid
- MS Office Advance
- Supply Chain Management
- Manager/Supervisory Skills
- Customer Orientation
- Supervisor on Board Problem
- Solving & Decision Making
- Invoice digitization in SAP