



## Contact

### Phone

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### Email

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### Address

Dubai UAE

## Education

2002

**Bise DG Khan Pakistan**

Matriculation

**Diploma of Office Administration**  
2 Years

PTSA (Professional Technical & Skills  
Associations)

**Descon Technology Institute**

Certificate of Electrical Technology

## Personal Details

- Date of Birth :09-08-1982
- Passport No :TP1154494
- Marital Status : Married
- Nationality : Pakistan
- Visa Status : Visit Visa

## Skills

- Data entry in (Oracle Warehouse management system
- Data entry and checking in oracle inventory management system.
- Excellent use of power BI
- MS Word, Excel, PowerPoint Email

## Language

- English
- Arabic
- Urdu

# TANVEER AHMAD

I am an approachable, motivated and confident business supervisor ability to excel sales targets and make a real difference in the organization's revenue generation. I have expert knowledge of the selling process and i fully recognize the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a stronger relationship builder with clients, colleagues and third - Party Stakeholders.

## Experience

Oct 2021 to May 2023

BFL (Brands for Less Group) UAE

### \*Warehouse Supervisor

- Being responsible / Supervisor for 90 employees on floor Handle all type of production issues on the floor and maintain production floor.
- Coordinate resources as planned to meet production targets.
- Monitor overall performance of all employees on the floor.
- Manage and coordinate with staff to overcome daily production issues to increase the production level.
- Proper Coordination with team to increase performance level.
- Actively manages and monitors quality, productivity and profitability in general the aim to continuously improve.
- Planning organizing and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Continuously improve the Performance of the department by means review and suggestion areas of improvement with justification.
- Ensuring all guidelines and targets are strictly followed by all team members.
- Assist in investigation with regard to production discrepancies issues or complaints, highlighting improvements / corrective action.
- Maintain floor used stock and keep contact to procurement department through Oracle ERP system.
- Maintain attendance management system and prepare Day off schedule for floor Staff.
- System and prepare Day off schedule for floor Staff. Maintain floor production report and update it to the manager.
- Overseeing and managing the day-to-day operations of the warehouse, including receiving, storing, and shipping products or materials, while ensuring efficient coordination amongst the staff.
- Monitoring and enforcing compliance with company policies and safety regulations to ensure the safety of all warehouse employees.
- Managing inventory, which includes maintaining accurate records, conducting cycle counts, and resolving any discrepancies.
- Effectively plan and allocate resources in order to meet daily operational requirements, maximizing productivity and minimizing downtime.

- Train, mentor, and provide regular feedback to warehouse staff in order to cultivate their skills and expertise, enabling them to carry out their duties with utmost efficiency.
- Work together with other departments, such as logistics and procurement, to effectively manage and prioritize incoming and outgoing shipments.
- Consistently seek out opportunities for process improvement, and implement changes to increase efficiency and decrease costs.
- Conduct regular inspections and audits to maintain cleanliness, organization, and compliance with quality standards.
- Manage and resolve any warehouse-related issues or conflicts that may arise, ensuring prompt resolution and maintaining positive employee relations.
- Prepare and analyze reports on warehouse operations, including productivity, inventory levels, and shipping/receiving accuracy, providing recommendations for improvement

Jan 2016 To 2019

LCC (LightBridge Communication Company) Dubai

Warehouse Supervisor

- I was responsible for overseeing the daily operations of the warehouse and ensuring efficient and timely delivery of products to teams.
- With my strong leadership skills, I effectively managed a team of warehouse workers to maintain high levels of productivity and accuracy.
- Managed warehouse staff and schedules

Jan 2012 To 2015

EMCO Industries Limited

Assistant Manager Store

- Daily stock taking and tally with sheets and difference correction. • Preparing GRPO and Submit them.
- Check the proper flow of production and monitor the stock.
- Received stock from vendor and tally with D.C & IGP of received Stock.
- Internal Audit of raw material stock and make recommendations of its improvements. • Wip and finished goods
- Issuing stock to the production According the plan.

Feb 2005 to Dec 2010 SKID Children Fashion Wear

Store In-Charge & Buyer

- Handle all local purchase of the company at credit & cash basis. • Negotiation with the supplier & Customers.
- Floating inquiries to the approved suppliers.
- To maintain the records of gate entries for one Calendar year • To carry out field purchase as advised by manager.
- To maintain account sheet after receipt of MRN
- To hand over the purchased material to the respectively main store • Building relationship with new customer and distributors
- To keep up liaison with local Vendor regarding in time delivery • To evaluate quality & quantity of goods or receipt from vendors • To keep all documentation and record update.