

Qaiser Farooq

Project Coordinator, Data entry operator admin, Inventory Controller, Warehouse Staff, Warehouse Admin, Warehouse Assistance, Order Checker, Inbound, Outbound, Return, Team Leader, Supervisor Office Staff,

Personal Details

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Nationality Pakistani
D.O.B 05.Jun.1990
Gender Male
Marital Status Married
Passport no 03
Date of Issue 27.05.2021
Date of Expire 26.05.2031

Computer Skills

* MS Excel / Outlook/Word/Power
Point/ERP/DCS
* Documentation scan/emails/Formats ETC

Certifications

DAE Civil Engineer
Civil Surveyor
Computer

CAREER SUMMARY

Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my experience. Currently working as project coordinator, Data entry operator, Office admin & My Previous experience is in Warehouse staff employee & worked as Warehouse Admin ,Warehouse Assistance, Warehouse Team Leader, Inventory Controller, Warehouse Picker, Checker, In Bound Receiver, Outbound also with extensive knowledge of Off principles, theories, specifications, and standards who is dedicated and experienced. Bringing leadership drive and more than 8 years of experience in different positions to the table. Strong multitasker with exceptional ability to function well under high pressure. I have a wide knowledge of Warehouse Procedure Microsoft Office, Outlook /MS-EXCEL /MS-WORD, MS-PPT, FACTS ERP, WMS, Tally, Oracle ETC. Documentation scanning, Emails, Formats ETC. Now I'm seeking a challenging position where my skills and knowledge are applicable to enhancing the growth of the organization and my career as well.

❖ Coordinator Data Entry Operator / Warehouse Experience Hard Skills

Project Coordinator	Data Entry Operator/Office Staff	Inventory Controller / Warehouse Replenishment
Warehouse Inbound Receiver	Warehouse Order picker / warehouse Checker	Order Dispatched Checker
Warehouse Assistant	Warehouse Admin	Team Leader
Warehouse Supervisor	Order Dispatched Report	Return & Damage Report

❖ Project Coordinator, Data Entry Operator ❖ Sep-2021 to till Date

❖ KEY RESPONSIBILITIES:

- Worked with Dubai Municipality projects as per DM requirements.
- Assisting with the management of daily operational activities
- Performing administrative tasks, such as making travel arrangements, answering phones, scheduling meetings
- Monitoring the daily progress of projects Managing office supplies and the maintenance of office equipment
- Providing detailed updates to project managers or other stakeholders
- Coordinating the proper allocation of human resources.
- Organizing reports, invoices, contracts, and other financial files for easy access
- Assisting with project management by creating assignments
- Tracking progress, and resolving issues Managing internal and external Stakeholder relations Preparing and maintaining operations documents and reports
- Coordinate project management activities, resources, equipment and information
- Assign tasks to internal teams and assist with schedule management Monitor project progress and handle any issues that arise Act as the point of contact and communicate Project status to all participants Create and maintain comprehensive project Documentation, plans and reports Documenting and following up on important actions and decisions from meetings
- Preparing necessary presentation materials for meetings Ensuring project deadlines.
- DM projects weekly report with percentage coordinate with site engineer and send weekly without any fail
- Progress update on daily basis what activities running with pictures in concern groups
- Petty cash follow up and Prepare requisition.
- Prepare material requisition and tools requisition
- Site inspection report in DM format in every week as per projects requirements
- Make Site visit report and attach site condition pictures

LANGUAGES KNOWN

English



Hindi



Urdu



Arabic



Qualification

- DAE Civil Engineer
- Civil Surveyor
- Computer

❖ Warehouse Admin, Team Leader, Supervisor

❖ 2020 to 2021

❖ KEY RESPONSIBILITIES:

- **As a warehouse admin responsibilities are following.**
- Team leader, Maintaining inventory records for all incoming and outgoing items to ensure that only authorized materials are stored in the warehouse.
- Coordinating with other departments to ensure that orders are shipped on time, damaged goods are replaced, and customers are kept informed about their orders' status.
- Ensuring that warehouse staff members are following company policies and procedures for inventory control and packaging, including safety measures such as wearing protective gear when handling hazardous materials.
- Performing administrative tasks such as ordering new inventory items or renting new storage space when needed.
- Reviewing inventory reports to identify problems with supply levels or product quality, and working with suppliers to resolve these issues.
- Coordinating with shipping companies to arrange for delivery of items purchased online or over the phone.
- Communicating with customers about order status using email or phone.
- Assisting with equipment maintenance, including cleaning and repairing forklifts, pallet jacks, and other machinery.
- Coordinating with other staff members to develop storage and retrieval systems that maximize space efficiency and security of materials.ETC.
- **As team leader responsibilities are following.**
- Organizing work.
- Communicating goals.
- Connecting work to context.
- Delegating tasks.
- Leading by example.
- Allocating and managing resources.
- Problem solving.
- Managing project progress ETC.
- **As warehouse supervisor responsibilities are following.**
- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.ETC

❖ **Floor Incharge, Inventory Controller 2018 to 2019**

KEY RESPONSIBILITIES

- Analyze shipment logs.
 - Review timeliness of scheduled deliveries.
 - Track inventory levels.
 - Order new supplies in a timely manner.
 - Constantly work to improve processes.
 - Make suggestions for productivity improvements.
 - Optimize employee workflow ETC.
 - Determine and track the most important warehouse KPIs.
 - Ensure that facility equipment is properly maintained.
 - Communicate and collaborate with other team members.
 - Train, guide and evaluate new warehouse workers.
 - Track expenses related to fuel, storage, and truck maintenance.
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- Maintains inventory records, including item inventory, bin locations, quantity at each level, and expiration dates.
 - Conducts regular spot-checks of inventory levels and reports findings to the general manager.
 - Creates, implements, and maintains inventory control procedures to meet company goals.
 - Maintains property security, including coordination with local authorities, to ensure safety, protect company assets, and comply with company policies.
 - Creates, updates, and maintains property records, meeting local, state, and federal regulations.
 - Places orders for replacement parts, materials, and supplies.
 - Maintains customer account records, including addresses, contact information, and payment histories.
 - Maintains records pertaining to company vehicles and personnel.

❖ **Warehouse Assistant, Picker, Checker 2014 to 2017** **Al Khayyat Investment LLC Logistic Company**

KEY RESPONSIBILITIES:

- Worked as a warehouse picker, checker.
- Experience in WMS-RF gun outbound, inbound process.
- Knowledge in Manhattan system in the warehouse.
- Checking floor and location on daily basis to maintain the stock accuracy.
- Prepare all orders according to priority of customers.
- Good knowledge about picking and checking process in warehouse.
- Daily basis check and update in the stocks as per system.
- Ensure the stocks expiry and batch of location is accurate.
- Ensure the stocks pick and check as per FEFO.
- Maintain picked location by daily replenishment process.
- Ensure safe keeping both as to quality and quantity of materials.
- Knowledge in Manhattan system in the warehouse.
- Move inventory and materials across facilities.
- Process inventory for delivery.
- Sort, organize and store inventory in the proper location.
- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to supervisors.

- Stack and organize large bulk items.
- Remove inventory from trucks or shipping and delivery to proper location.
- Update logs and documentation for inventory processing.
- Move materials from facilities to workstations, pick-up locations, or other. locations.
- Wear safety gear at all times.
- Operate heavy machinery like forklifts to move or store inventory.
- Ensure workspace is free of debris and remove safety hazards from aisles.
- Work as an active team member to complete team goals.
- Prepare documentation and inventory for audits etc.

DECLARATION

I hereby declare that above mentioned information is correct to the best of my knowledge and belief.