






Zohaib Hanif

WAREHOUSE OFFICER

-  +971 58 230 5301
-  mzohaib123@gmail.com
-  Al Qouz, Dubai, UAE,
Dubai, UAE

SKILLS

- DYNAMICS 365
- ROUTE PRO
(PRODUCTION
MODULE)
- MICRO SOFT EXCEL
AND WORD
- EXCELLENT
COMMUNICATION AND
COLLABORATION
SKILLS
- Inventory Control
- Accuracy
- Standard Operations
Procedures
- Proficiency in MS Office
- Data Management
- Warehouse Operations
- Forklift Operation
- Logistics Coordination
- Order Picking and
Packing
- Shipping and Receiving
- Warehouse Safety
- Stock Replenishment
- Quality Control
- Team Collaboration
- Data Entry
- Palletizing

LINKS

Zohaib Hanif:
<https://www.linkedin.com/in/zohaib-hanif-9606aa56>

LANGUAGES

- English
- Urdu
- Arabic
- Hindi

ABOUT ME

As a proactive professional with a robust 15-year background in production, administration, warehouse, and logistics, I have honed my expertise in leveraging tools such as Microsoft Excel and ERP systems, specifically SAP Business One, to enhance process efficiency and operational productivity. I am eager to bring my skill set to a dynamic organization where I can drive growth and success through my initiative and experience. My goal is to secure a challenging position that allows me to make a significant contribution to your company's ambitions.

WORK EXPERIENCE

Officer
AL GHURAIR FOOD / UAE / Feb 2021 - Present

Managing inventory control and ensuring accurate stock levels by utilizing Inventory Management and Stock Replenishment techniques. Implementing safety procedures and ensuring a safe working environment through adherence to Warehouse Safety standards. Optimizing warehouse layout and workflows for efficiency by leveraging Load Optimization, Palletizing, and Warehouse Management Systems (WMS). Engaging with the Production team in Planning for smooth operations by coordinating Logistics and Supply Chain Management. Preparing bulk and finished goods batches in Dynamics 365 for daily production, ensuring accurate Order Picking and Packing and effective use of Data Entry skills. Handling customer inquiries and resolving issues with a focus on Quality Control and Team Collaboration to ensure seamless operations.

Senior Office
EFU LIFE ASSURANCE PVT LTD / UAE / Jan 2017 - Nov 2020

- Prepare client service report and do analysis.
- Prepare overseas monthly & quarterly business.
- Assist HR in Recruitment and hiring process.
- Organized budget documentation and track expenses to maintain target.
- Monitor accounts payable and receivable status of business partner.
- Reconciled all company accounts, including credit cards, employee expenses and commissions.

Front desk Officer
ZIAUDDIN HOSPITAL / UAE / Jan 2010 - Nov 2016

- Customer service and relationship

EDUCATION

Bachelor of Commerce
UNIVERSITY OF KARACHI / Karachi / 2008

- Intermediate-Commerce

HSC
BOARD OF INTERMEDIATE / Karachi / 2006

SSC
BOARD OF MATRICULATION / Karachi / 2004

- Matriculation