



Waqas Raza

📍 **Home** : House No. 12 A Quaidabad, Malir, 75120, Karachi, Pakistan

✉ **Email**: waqasraza52@gmail.com 📞 **Phone**: (+92) 3212036629

📞 **WhatsApp Messenger**: +923212036629

🌐 **LinkedIn**: <https://www.linkedin.com/in/waqas-raza-89830a8b/>

Gender: Male **Date of birth**: 18 Oct 1989 **Nationality**: Pakistani

ABOUT ME

Detail-oriented and efficient Warehouse Executive with experience in warehouse and store operations. Demonstrated expertise in inventory control, order fulfillment, and streamlining warehouse processes to enhance productivity. Skilled in managing stock levels, coordinating shipments, and ensuring compliance with safety regulations. Proven ability to lead teams, optimize workflows, and implement best practices for inventory management. Committed to maintaining high standards of accuracy and efficiency in all warehouse activities to support organizational goals.

EDUCATION AND TRAINING

- [2012 – 2014] **Certificate in Retail Management**
Optopreneur College
City: Kuala Lumpur | **Country**: Malaysia |
- [2011 – 2012] **Bachelor of Commerce**
University of Sindh
City: Hyderabad | **Country**: Pakistan |
- [2010 – 2011] **Higher Secondary School Certificate**
National Intermediate College
City: Thatta | **Country**: Pakistan |
- [2004 – 2005] **Secondary School Certificate**
Pakistan Paradise School
City: Karachi | **Country**: Pakistan |

WORK EXPERIENCE

- [2016 – Current] **Store Executive**
IFFCO Pakistan Private Limited
City: Karachi | **Country**: Pakistan
- Managing inventory operations
 - Supervise, instruct & train subordinates
 - Prepare & update inventory reports
 - Prepare, track & maintain purchase order record
 - Prepare supplier performance analysis
 - Perform periodic inventory audits
 - Update data in Visual Manufacturing SAP system



Additional responsibilities related to procurement function include:

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate pricing with vendors
- Track orders and ensure timely delivery
- Review quality of purchased products
- Maintain updated records of purchased products, delivery information and invoices.

[2015 – 2016]

Project Coordinator

IFFCO Pakistan Private Limited

City: Karachi | **Country:** Pakistan

- Manage construction work.
- Material Handling - Incoming / Outgoing
- Manage weighbridge operations
- Workforce management
- Safety & Security
- Petty Cash management
- Administration
- Documentations

[2013 – 2014]

Marketing Executive

JB Interactive Group

City: Kaula lumpur | **Country:** Malaysia

- Arrange Manpower for Companies.
- Coordinate with companies for getting manpower requirements.
- Advertising and marketing as per requirement.
- Coordinate online with manpower suppliers around the world to fulfill
- Manpower requirements.
- Arrange visa & travel documents for manpower.
- Filling and all office work.

ORGANISATIONAL SKILLS

Remarkable vendors & customer service experience handling client inquiries

Ability to de-escalate clients in another vulnerable emotional state

Remarkable team-oriented problem-solving, organizational, and time management skills

Ability to analyze and resolve problems for vendors & customers

The ability to build a strong relationship with internal and other departments

Ability to work well with people, remain courteous and tactful



DIGITAL SKILLS

My Digital Skills

SAP S/4 HANA | MS Office

CERTIFICATION

Trained Fire Fighter

MANAGEMENT AND LEADERSHIP SKILLS

Problem Solving

Good Communication Skills

Multi-Tasking

Quick Learner

Detail Oriented

Customer Service