CURRICULUM VITAE

ALI NOOR

Dubai, U.A.E

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# CAREER OBJECTIVE

Seeking a responsible and challenging position in a growth oriented progressive institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

# EMPLOYMENT HISTORY

* 01-year experience as a Store In-charge in **Daraz in Islamabad Pakistan.**
* 06 months experience as a driver **in Pepsi Co. in Rawalpindi Pakistan**.
* 01 Year experience as a driver in **Army Public School.**
* October 2022 to till 2024 working in **INTEGRATED GAS SERVICES LLC (U.A.E)**



## as a Warehouse Assistant.

* 2 Years’ Experience as **A Forklift Operator** with Valid Third-Party Forklift License In UAE.
* Now working as a personal Driver with Company owner in **SERGAS GROUP LLC**

**Job responsibilities as a store In-charge:**

* Perform operational duties in receiving, storing, inventory, issuing and distributing, shipping and record keeping, provision of stock items and stock levels.
* Receipt of Materials from suppliers/vendors as purchase order (PO), after visual inspection/Brand and physical quantity verification hand over the DO and PO documents to Warehouse Supervisor for posting GRN in SAP.
* After posting the GRN document in SAP system Put away the material in bins according to system location or update the bins card.
* Using SAP & SCM profit system for inbound and outbound operations.
* Keep neat and clean warehouse premises.

# Job responsibilities as a Driver in Pepsi:

# Safe Driving: Operate delivery vehicles safely and efficiently, adhering to all traffic laws and company policies. This includes conducting pre-trip inspections and ensuring the vehicle is in good working condition.

# Product Delivery: Transport PepsiCo products from distribution centres or warehouses to retailers, vending locations, or other destinations. Ensure timely and accurate deliveries according to the schedule.

* **Inventory Management:** Check and verify product quantities, and ensure the correct items are delivered. This may involve maintaining accurate records of deliveries and returns.
* **Compliance:** Adhere to all company policies and legal requirements related to transportation, safety.

**Job Responsibilities as a School Bus Driver:**

* **Communication:** Maintain clear and effective communication with school officials, parents, and students. Report any issues or incidents promptly.
* **Record Keeping:** Maintain accurate records of student attendance, behavior incidents, and any other relevant information. Complete and submit required reports and documentation.
* **Vehicle Maintenance:** Keep the bus clean and ensure it is properly maintained. Report any mechanical issues or concerns to the appropriate personnel.
* **Health and Safety Compliance:** Ensure that the bus complies with all health and safety regulations, including cleanliness and sanitation standards.
* **Professionalism:** Represent the school or district positively, demonstrating professionalism and courtesy in all interactions with students, parents, and school staff.

**Job Responsibilities as a warehouse assistant:**

* **Inventory Management:** Assist in the receiving, storing, and organizing of goods. Ensure that inventory levels are accurate and update records as necessary.
* **Order Fulfillment:** Pick and pack orders according to customer requirements or distribution needs. Ensure that items are correctly packaged and labeled for shipping.
* **Shipping and Receiving:** Handle the receipt of incoming shipments and verify that the contents match the purchase orders or delivery documents. Prepare outgoing shipments and ensure they are correctly labeled and dispatched.
* **Stock Replenishment:** Monitor stock levels and assist in restocking shelves or storage areas to maintain optimal inventory levels.

# EDUCATION

* Intermediate

## Basic Computer Knowledge

* MS Word, Excel, Internet
* **Light vehicle License 3 No**. (**951286**)

# LANGUAGES KNOWN

* English, Hindi, Urdu, Punjabi

## Personal Details

Nationality : Pakistan

Date of Birth. : 14/08/2002

Marital Status. : Single

Religion : Islam

Visa Status : Employment Visa

## Passport Details

Passport No : HJ0002131

Issue Date : 25/05/2021

Expiry Date : 24/05/2026, Pakistan

# P.S.

All certified & Testimonial (Original & Photocopies) will be produced at the time of interview. For any other information please contact at above address, call or email.

**Yours truly,**

**Ali Noor**