



CONTACT DETAILS

EMAIL

hareesshajahan0@gmail.com
hareesshajahan123@gmail.com

ADDRESS

Alquoz, Dubai

PHONE

+971 55 833 5915

PERSONAL INFO

Nationality : Indian
Date of Birth : 18-10-1996
Sex : Male
Marital Status : Single Visa
Status : Work Visa

LANGUAGES

- ENGLISH
- HINDI
- ARABIC- Read & Write

PASSPORT DETAILS

Passport Number - M7735225
Date of issue - 27-03-2015
Date of expiry - 26-03-2025
Place of issue - Kerala, India

HAREES A

Seeking a career in an organization where I can maximize my experience, skills and abilities in work. To secure a challenging position where I can effectively place my skills as a professional, thus contributing to the progress of organization as well as personal growth. Willing to work in a position requiring innovative, challenging employment that will utilize my educational qualifications and offer advanced opportunity for career growth.

WORK EXPERIENCE

LOGISTICS ASSISTANT &

INBOUND OPERATIONS ASSISTANT

RHS LOGISTICS DWC LLC

SYNCREON – APPLE OPERATIONS,
DWC-FREEZONE, DUBAI

FEB 2019 – Ongoing

- Receiving, checking, moving & storing of incoming goods, using RF gun & CRF software
- Checking bill of entry (BOE) and proof of deliveries (POD)
- Handling receiving inventory SKU above 3500 part number (Apple product)
- Tracking inbound NPI shipments and releasing date.
- FAI (First Article Inspection) quality check the new part numbers.
- Preparing manual ASN inbound sheets.
- Responsible for qualitative and quantitative receiving goods from inbound
- Daily inbound details reported to inbound supervisor, operational supervisor, operational manager and admin team.
- Picking and packing operation through CRF.
- Labeling goods that have arrived at the warehouse.
- Making sure that all inventory processes are completed on the same day.
- Cycle counting and checking the variance then find and clear the mistake.
- Other day to day warehouse operations

EDUCATION DETAILS

- BCOM - BACHLOR DEGREE OF TOURISM & TRAVEL MANAGEMENT
KERALA UNIVERSITY (2013-2016)
- HIGHER SECONDARY - COMMERCE
KERALA EDUCATION DEPARTMENT
- SECONDRY - KERALA EDUCATION DEPARTMENT

COMPUTER SKILLS

- Microsoft applications (Word, Excel, Outlook) – Advanced
- CRF software knowledge (WMS)
- Basic computer knowledge

AREAS OF EXPERTISE

- Warehouse inbound operations
- 3PL Knowledge
- Inventory management
- Aware of Dubai Customs
- Picking and packing
- Security systems knowledge

PERSONAL STRENGTHS

- Optimistic and confident about my abilities.
- Communication Skills.
- Ability to individual as well as in group.
- Strong motivation to acquire new skills and develop existing skills.
- Hard working and strong commitment.
- To be honest in every part of life.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above – mentioned particulars.

Place: DUBAI

HAREES. A