

HAMZA UMER

MDA Chicke, Multan City

+92-3150-627527

031296hamza@gmail.com

SUMMARY

An organized professional with a Bachelor's degree in Information Technology (BS IT) and four years of combined experience in warehouse operations and store supervisor. As a Warehouse Assistant for two years, I honed my skills in inventory management, shipping and receiving processes, and safety compliance, contributing to improved operational workflows. In my subsequent role as Storekeeper Supervisor, I led a team, implemented efficient inventory management systems, and optimized storage operations for two years. A solid IT background, I bring technical expertise that enhances data-driven decision-making, improves inventory tracking systems. My leadership abilities, problem-solving skills, and commitment to excellence make me a strong candidate for the Assistant Manager role. I am eager to leverage both my operational and IT skills to drive efficient results.

WORK EXPERIENCE

Dogus Insaat Ve Ticaret A.S

Warehouse Assistant

2021 - 2023

- **Enhanced Inventory Management:** Improved inventory accuracy by 20% through meticulous inventory control, stock tracking, and efficient replenishment processes.
- **Optimized Storage Systems:** Increased storage efficiency by 15% by implementing advanced storage solutions and optimizing space utilization strategies.
- **Streamlined Logistical Operations:** Elevated order fulfillment speed by 25% by managing shipping, receiving, and order processing, ensuring prompt and accurate deliveries.
- **Boosted Operational Efficiency:** Increased warehouse productivity by 30% by collaborating with team members to refine workflows, enhance operational processes, and achieve key performance indicators.
- **Additional Information:** An experience letter is available upon request to verify my role and achievements at Dogus Insaat Ve Ticaret A.S .

Fatima Fertilizer limited

Store Keeper Supervisor

2020 - 2021

- **Managed Inventory Control:** Directed inventory management with precision, achieving a 25% reduction in stock discrepancies through rigorous inventory tracking and auditing.
- **Implemented Storage Solutions:** Enforced best practices for storage, increasing warehouse space utilization by 20% and enhancing the organization of stock.
- **Conducted Operational Inspections:** Performed regular inspections to maintain quality standards and operational efficiency, leading to a 15% improvement in process adherence.
- **Optimized Team Performance:** Coordinated with staff to streamline procedures and workflows, resulting in a 30% boost in team productivity and effectiveness.
- **Ensured Compliance:** Provided guidance and enforced adherence to safety protocols and operational procedures, contributing to a 10% reduction in safety incidents.
- **Additional Information:** An experience letter is available upon request to verify my role and achievements at Fatima Fertilizers.

EDUCATION

City Science School and College, Multan

FSc Pre-Engineering

April 2017 - August 2019

- **Core Subjects:** Engineering Mathematics, Physics, Chemistry
- **Key Competencies:** Analytical Skills, Problem-Solving, Technical Proficiency
- **Relevant Coursework:** Advanced Engineering Mathematics, Mechanics, Thermodynamics, Electrical Circuits, Fluid Dynamics

National College of Business Administration and Economics

BS information Technology

September 2020 to August 2024

KEY SKILLS

- **Inventory Management:** Expertise in overseeing inventory levels, conducting stock audits, and managing replenishment processes to ensure accuracy and prevent shortages.
- **Warehouse Optimization:** Adept at implementing space-saving storage solutions, reorganizing layouts, and enhancing productivity and workflow.
- **Order Fulfillment:** Skilled in processing and picking orders, coordinating with shipping departments, and ensuring timely and accurate deliveries.
- **Logistics Coordination:** Experienced in managing shipping and receiving operations, organizing transportation logistics, and optimizing supply chain workflows.
- **Material Handling:** Competent in safely handling and transporting materials, operating forklifts and other warehouse equipment, and adhering to proper lifting techniques.
- **Quality Assurance:** Skilled in conducting quality inspections, ensuring compliance with standards, and maintaining high accuracy and safety in warehouse activities.
- **Process Improvement:** Demonstrated success in identifying inefficiencies, implementing process enhancements, and driving continuous improvement initiatives to optimize operations.

LANGUAGE SKILLS

- **English:** Proficient in reading, writing, and speaking; capable of communicating effectively in a professional environment.

COMPUTER SKILLS

- **Technical Proficiency:** Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint), Warehouse Management Systems (WMS), and data entry software for accurate record-keeping and reporting.

CERTIFICATES

- **Occupational Safety and Health Administration (OSHA)**
- **Institution of Occupational Safety and Health (IOSH)**
- **Fire Safety**