

# Circumviate

**Wasim Ansari**



## Personal Details:

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**Nationality:** Indian

**Mrital Status:** marreid

**Date of birth:** 05/12/1985

## bjective:

Driven Warehouse management with 14th years history of promoting financial objective attainment through strategic personal and material management. Exceptional ERP Microsoft dynamics AX and other software in warehouse operation. reputation for high standards and accuracy..

## Professional Experience:

**Total Experience 13<sup>th</sup> years 6 months.**

### warehouse Supervisor

**Tinting System Company, Khamish Mushait 61961 (SAUDI ARABIA)**

**From : October 2021- May 2024**

**(2.5 years )**

- ⌚ Overseeing and managing the day-to-day operations of the warehouse, including receiving, storing, and shipping products or materials, while ensuring efficient coordination amongst the staff.
- ⌚ Monitoring and enforcing compliance with company policies and safety regulations to ensure the safety of all warehouse employees.
- ⌚ Managing inventory, which includes maintaining accurate records, conducting cycle counts, and resolving any discrepancies.
- ⌚ Effectively plan and allocate resources in order to meet daily operational requirements, maximizing productivity and minimizing downtime.
- ⌚ Train, mentor, and provide regular feedback to warehouse staff in order to cultivate their skills and expertise, enabling them to carry out their duties with utmost efficiency.
- ⌚ Work together with other departments, such as logistics and procurement, to effectively manage and prioritize incoming and outgoing shipments.
- ⌚ Consistently seek out opportunities for process improvement, and implement changes to increase efficiency and decrease costs.
- ⌚ Conduct regular inspections and audits to maintain cleanliness, organization, and compliance with quality standards.
- ⌚ Manage and resolve any warehouse-related issues or conflicts that may arise, ensuring prompt resolution and maintaining positive employee relations.
- ⌚ Prepare and analyze reports on warehouse operations, including productivity, inventory levels, and shipping/receiving accuracy, providing recommendations for improvement.

## Store keeper

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**Tinting System Company, Khamish Mushait 61961 (SAUDI ARABIA)**

**From : August 2010- September 2021**

**(11<sup>th</sup> years 1 moths )**

- ⌚ Receive, inspect, and verify incoming goods against purchase orders and delivery notes.
- ⌚ Unpack, label, and store incoming goods in designated locations.
- ⌚ Maintain accurate records of inventory levels, stock movements, and transactions using inventory management software.
- ⌚ Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels.
- ⌚ Pick, pack, and prepare orders for delivery or shipment to customers.
- ⌚ Coordinate with suppliers, freight forwarders, and logistics providers to ensure timely delivery of goods.
- ⌚ Conduct regular stock counts and reconcile discrepancies between physical stock and system records.
- ⌚ Ensure compliance with health and safety regulations and warehouse procedures.
- ⌚ Keep the warehouse clean, organized, and free from hazards.
- ⌚ Assist with other warehouse tasks and duties as assigned.

### Key Achievements:

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- ⌚ Recognized for consistently exceeding sales targets, contributing to company profitability.
- ⌚ Implemented an inventory management system, resulting in a 20% reduction in stock wastage.
- ⌚ Led a team initiative to improve customer service, leading to a 15% increase in customer satisfaction ratings.

### Education:

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#### COMPLETED COURSEWORK TOWARDS HIGH SCHOOL DIPLOMA

- ⌚ D.N College azamgarh India -2006
- ⌚ **ITI IN AUTOMOBILE SECTOR**
- ⌚ ITI (industrial training institute) pusa Delhi India -2008

### Computer Skills:

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- ⌚ Exilent knowledge Microsoft Dynamics-AX
- ⌚ Microsoft office,Word, excle,power point
- ⌚ Data entry & typing
- ⌚ Emailing & outlook

### Skills:

- ⌚ Excellent leadership and communication skills

- ⌚ Proficient in inventory management software
- ⌚ Strong analytical and problem-solving abilities
- ⌚ Ability to multitask and prioritize effectively
- ⌚ Detail-oriented with a focus on accuracy and efficiency
- ⌚ Multi task, work in under pressure
- ⌚ Material handling and moving
- ⌚ Workflow coordination ,record keeping

**Languages:** English,Hindi,Arabic