

SHAHID SAEED

Ware House Supervisor

Mobile: 052 768 41 94

Mobile & What's Up: 052 55 84 148

Driving License. (UAE)

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CAREER OBJECTIVE

To contribute towards the growth and development of a dynamic organization where there are many opportunities to grow both professionally and personally and where I can utilize my skills and experience efficiently and effectively.


PROFILE SUMMARY

- Dynamic WMS Professional with 09 year's record of quality work performance within multicultural dynamic business environment.
- Demonstrated competencies in handling assignments with developed skills in assessing accuracy of Ware House Control, compensation and benefits records by supporting and ensuring effectiveness and efficiency of operations.

PROFESSIONAL AND ACADEMIC QUALIFICATION

➤ MBA (Master Business Administration)

CAREER SNAPSHOT (09+ YEARS)

 **NOON GROUP OF COMPANIES DUBAI U.A.E**
Ware House Supervisor
From 15 Aug 2019 to Till



- Involved in daily activities of WH-(receiving, quality checking inventory, and shipping) and taking care of end-to-end process in B2B process.
- Handling day-to-day operations in inbound process, Inventory management, dispatching and JIT.
- Part of newly started warehouse. Involved in the testing of each & every new process in the WH.
- Minimizing WH breach, Escalation,
- Preparing MIS – (Daily, weekly, monthly)
- Planning, direction and motivating the team members.
- Helping in RTC, RTV in AFS Department.
- Stocktaking & inventory control.
- Quality Control & looking airway-billing section.
- Look after problem solves in quality issues.
- Operation reporting to head office daily basis.
- Arrange received materials as required.
- Ensure that the materials are stored safely.
- Keep a record of receipt and issue of goods.
- Receive the goods from suppliers and check whether they meet the requirements.
- Maintain all work inventory, Market place, Inbound, Outbound & logistic.

Al Nakheel Real Estate LLC (UAE)
Store Incharge
From August 2018 to July 2019



- Stock taking of store.
- Maintain Minimum and maximum level of stock.
- Daily issue items of store and making report.
- Maintain GRN (Goods Received Notes)
- Ensure that the entire inventory is stacked properly and arranged in an organized manner so that minimum wastage occurs and none of the items spoil, destructed or damaged in any way.
- Site wise Material purchase report.
- Maintain Cash purchase report daily basis.

OXFORD BUILDING CONTRACTING LLC
Store Incharge & Asst Purchaser
From Sept 2014 to 30 Sept 2018





- Daily issuing store items to all sites.
- Making LPO.
- Posting of GRN.
- Maintain stock & all reports.
- Looking RTV & damage items.
- Make all reports of store & send to head office.
- Logistics administration.
- Managing all RSO operations including, inventory control in stock yard.
- Generating first stage quality report while intake of stock.
- Managing stock delivery.
- Managing and follow ups for loan transfer of vehicles to body builders.
- Invoicing & dispatching.
- Tracking, security, safety and storage of inventory valued.
- Managing service activities on site.
- Scheduled monitoring and coordinated with my team.
- Arranging transport for vehicle movement on time.

HAIR GROUP OF COMPANIES PAKISTAN LAHORE.
Supply Chain Coordinator
From Dec 2007 to Oct 2010



- Responsible for Third party invoice checking and outbound transport invoice checking.
- Support to Supply Chain Management Operations Specialist for reports & smooth Distribution Centre operation.
- Support for POS inventory management.
- Monitoring and coordinating the outbound delivery planning.
- MRP parameter setup, monitoring and maintenance.
- Fluent in English (oral and in writing).

PERSONAL DETAILS		IT & COMPUTER PROFICIENCY	
Date of Birth	: Sept 09, 1983	 Microsoft Office package <i>Word, Excel, Power Point, Outlook</i>  Quick Book, Tally, WMS	
Nationality	: Pakistani		
Marital status	: Married		
Languages	: English, Urdu, Hindi, Arabic		
Visa Status	: Employment		
REFERENCES	: Will be furnished if Required.	AVAILABILITY	: ASAP