



Zaheer Ahmed Qureshi

OBJECTIVE:

A qualified supply chain and logistics professional seeks a position as a Logistics Specialist that will enable the utilize 15+ years of experience in handling logistics processes, quality controls, ERP training, and managing customer queries.

PROFESSIONAL EXPERIENCE:

Exel/dhl logistic pvt (ltd) Pakistan Islamabad(2005 to 2007)

Warehouse man

As warehouse man my responsibilities are.

- Safely load and unload products for trucks or containers
- Review incoming/outgoing products for damage
- Sort and place materials and items according to organizational standards
- Operate forklifts to move products within the warehouse
- Wrap/unwrap pallets
- Label products before inspecting and preparing for shipping
- Communicate efficiently with supervisors and teammates
- Comply with regulations and procedures to align with quality service standards
- Ensure your work environment is clean, tidy and safe for you and others around you

Warehouse Office assistant,

As warehouse office assistant my responsibilities are

- Moving inventory and materials across facilities
- Processing inventory for delivery
- Sorting, organizing and store inventory in the proper location
- Package items and label correctly
- Scanning delivered items and ensure quality
- Reporting damaged or missing inventory to supervisors
- Stacking and organizing large bulk items
- Remove inventory from trucks or shipping and delivery to proper location
- Updating logs and documentation for inventory processing
- Moving materials from facilities to workstations, pick-up locations, or other locations
- Operate heavy machinery like forklifts to move or store inventory
- Ensure workspace is free of debris and remove safety hazards from aisles
- Work as an active team member to complete team goals
- Prepare documentation and inventory for audits

Al-Madina logistic (2007-2011)

Assistant Warehouse Incharge (Huawei)

As Assistant warehouse incharge my responsibilities are.

- Making sure that all warehouse operations are carried out in accordance with company policies
- Maintaining inventory records to track the location of all inventory items
- Communicating with vendors to ensure that they deliver goods on time and as specified by company guidelines
- Reviewing inventory levels and ordering new goods as needed
- Working with employees to develop training programs to improve productivity and efficiency
- Providing technical support for computer systems used by the company or clients
- Estimating demand for products based on historical data to help determine inventory needs
- Coordinating freight shipments from suppliers to warehouses or directly to customers
- Scheduling employees' work hours and assigning tasks to meet deadlines

Logistic specialist (Huawei)

- Coordinating, organizing, scheduling and managing all inbound (incoming/arriving) and outbound (outgoing/delivering) shipments to make sure they arrive accurately and on time
- Fulfilling outbound orders including picking, packing and shipping
- Coordinating pickups and deliveries from carriers, trucks, planes or ships (depending on Huawei's, order and location)
- Keeping accurate records of all shipments
- Working with material management on supply chain status, supply chain issues, order discrepancies, order issues etc.
- Fulfilling specialized orders such as dangerous or hazardous goods, ensuring compliance with International Air Transportation Association (IATA) and Department of Transportation (DOT) regulations
- Ensuring that shipping equipment and materials are in good working order, providing regular maintenance and repairs when necessary
- Creating Standard Operating Procedures (SOPs – a step-by-step set of instructions that goes through how to properly perform a task based on regulations or business standards)
- Providing effective written and oral communication between warehouse staff, heavy equipment operators, supply chain managers, transportation professionals and customers
- Maintaining a safe and orderly work environment (shipyard, warehouse, lot etc.)
- Providing recommendations for processing, transportation, shipment and warehouse operation improvements
- trying to meet the physical demands of a job (standing for 8+ hours a day, moving and lifting heavy objects, etc.)

Hygeia pharmaceuticals (2011-2012)

Storekeeper

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

Ikea home furnishing (2012- 2023)

Replenishment co-worker

As Replenishment coworker my responsibilities are

- Working together with colleagues in goods receiving to keep the store fully stocked with the right goods for the customer before the store opens
- Replenishing stock using the correct equipment into the IKEA standard in a safe and efficient way to minimize damage to stock and equipment (e.g. pallet trucks)
- Proactively working to maintain the safety and security of my areas of responsibility for customers and colleagues.
- Working together with the sales team to improve the shopping experience of customers in order to generate more sales.
- Separating and sorting waste generated from replenishment to ensure correct recycling in line with the IKEA's sustainability goals My profile My knowledge, skills and experience include:

Inventory controller (SSS)

- Overseeing inventory and supply chain management according to company guidelines
- Performing critical inventory tasks to ensure the correct number of items are in stock
- Maintaining updated and accurate records of inventory, including transfers and cycle counts
- Reviewing documentation and monitor product codes to search for discrepancies; troubleshooting quantity discrepancies between stock and records
- Developing and implementing improvements to existing operational procedures to maximize efficiency and cut operations costs
- Responding to sales inquiries and purchase orders; collecting and analyze data to determine appropriate order quantities; process orders for shipment
- Reviewing operations schedules and production requirements to ensure timely order fulfillment
- Tracking rates of accuracy, purchase and return as well as defective items to inform quality control decisions
- Preparing, generating, and filing financial inventory reports; reviewing reports monthly with management
- Developing and monitoring performance indicators for sales and staff members, managing sales tracking tools, and compiling reports.
- Recording sales trends and liaising with account managers to develop sales strategies.
- Creating and processing orders in a timely manner, processing requests for rush orders, and reviewing pending orders and customer requests to ensure customer satisfaction.

- Performing data entry tasks for sales figures, metrics, and other relevant information and maintaining, organizing and accessible filing system.
- Handling administrative duties for the company and its executives and management teams.
- Reporting any unusual activity to my supervisors
- Ordering the inventory items from warehouse to maintain the daily sale level,
- Setting the parameters for each article in order to control auto ordering
- Following the commercial calendar for stock availability & accuracy for upcoming events

MANAGEMENT SKILLS:

- Ability to lead a team on any occasion.
- Ability to face any challenge.
- Good interpersonal skills.
- Ability to handle multiple tasks.
- Good communication skills
- Work well under pressure.
- A positive mental attitude with a drive to succeed.

PERSONAL QUALITIES:

- A good Leadership
- Good listener
- Self-Motivated
- Challenge Oriented
- Loyal with the work & assignments
- Be part of any type of environment
- Punctual
- Strong interpersonal, and presentation skills

PERSONAL:

Father's name: M Aqil Qureshi
 Date of birth: 2nd May 1985
 Present address: Jeddah azizyah saudiarabia
 Contact no. (s): 966546738202 +923345288488
 N.i.c. no: 13504-5451152-7
 Marital status: Married
 Nationality: Pakistan
 Languages:

Language	Spoken	Written & Reading
English	Professional	Professional
Arabic	Intermediate	Professional
Urdu	Professional	Expert
Panjabi & Pashto	Professional	Expert

ACADEMIC QUALIFICATION:

Sr #	Academy	Passing Year	Institute
1	B.A	2007	Hazara Univer
2	F.A	2005	B.I.S.E Abbottabad
3	Metric	2001	B.I.S.E Abbottabad

COMPUTER SKILLS:

- Efficient in use of computer software and tools for enhancing productivity.
- Fundamentals of Computer Assembling and Major Hardware solutions.
- Trouble shooting and Networking related matters.
- Microsoft Office
- Utility of E-mail and Internet.
- WM 100 (2.0 Version)
- Peachtree
- Ms Navision
- Ces
- Power BI

ACHIEVEMENT DURING STUDIES:

- Participate in the different Group Exhibitions during the studies.
- Participate in Welfare Organization as member in our city.

- Win many awards in SPEACHES for both School and College level.
- Captain of School Foot Ball team, later college team.
- Arrange different tours in the campus.

REFERENCES:

- Will be furnished on request.