



Gulfam Haider

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Summary:

Dedicated and detail-oriented professional with over four years of experience in managing inventory, receiving, and distribution in compliance with safety standards. Proficient in implementing FIFO inventory methods, ensuring accurate data entry, and maintaining warehouse organization. Strong background in ERP systems, documentation, and safety protocol adherence to optimize warehouse efficiency and streamline processes.

- Technical Skills:** •Warehouse Management Systems (WMS)
•Microsoft Office (Word, Excel, Outlook) •Inventory Management Systems
•Shipping & Receiving •Barcode Scanning and RFID Systems
•ERP Systems (Sage Peachtree, Microsoft Dynamics 365, Oracle Fusion)
Professional Skills: •Inventory Management •FIFO Method •Stock Rotation •Inspection •Warehouse Organization: Space Utilization, Inventory Control, Record-Keeping •Safety Compliance •Hazardous Materials Handling
•Safety Protocols •Regulatory Compliance •Shipping and Receiving Procedures •Stock Level Monitoring •Quality Control and Assurance
•Vendor and Supplier Coordination •Inventory Auditing and Cycle Counting
•Documentation and Record Archiving •Temperature and Humidity Monitoring •Waste Management and Disposal Practices
Soft Skills: •Problem-Solving •Communication •Team Collaboration
•Attention to Detail •Adaptability •Safety Compliance

EXPERIECE:

SRACO | Warehouse Supervisor
NOV 2024 – Present, Dammam, Eastern Province

- Overseeing daily warehouse operations, ensuring efficient material flow and inventory accuracy.
- Managing inventory replenishment and minimizing discrepancies through robust control procedures.
- Coordinating with transportation teams and warehouse staff to resolve logistical challenges.
- Implementing and monitoring safety protocols to maintain a hazard-free work environment.
- Conducting regular physical inventory counts and maintaining precise material records.

ASPCO | Warehouse In-charge
WAREHOUSE INCHARGE JULY 2023 – August 2024, Dammam, Eastern Province.

- Oversaw the receiving, storage, and distribution of inventory while ensuring accuracy in stock records.
- Implemented FIFO for inventory rotation to maintain stock freshness and optimize storage space.
- Ensured strict compliance with safety protocols and company policies during warehouse operations.
- Conducted inspections of received materials, ensuring proper documentation and timely reporting of discrepancies.
- Managed warehouse organization, improving overall efficiency by 15% through space optimization and better stock management.
- Monitored temperature and humidity levels to maintain product integrity.

Netsol Technologies | Store Keeper
STORE KEEPER FEB 2019 – DEC 2022, Lahore.

- Supervised warehouse operations, including inventory control, stock movement, and compliance with safety standards.
- Implemented and managed FIFO inventory systems, significantly reducing stock wastage and improving turnover.
- Conducted regular audits and inspections of inventory, reducing discrepancies by 20% through improved documentation and record-keeping practices.
- Collaborated with internal teams to ensure the timely processing of received goods and materials.
- Maintained accurate data entry in ERP systems, streamlining order processing and inventory tracking.

EDUCATION:

Bachelor of Computer Science - **Virtual University of Pakistan** | Software Engineer

CERTIFICATION:

- SCM(Supply Chain Management)
- Microsoft Excel for Inventory Management
- Forklift Operator Certification
- Corporate Finance Institute® Data Science and Machine Learning Fundamentals
- Warehouse Safety Standards and OSHA Compliance

Languages

- English:** Fluent (Spoken & Written)
- Arabic:** Intermediate (Spoken & Written)
- Urdu :** Native

HOBBIES:

- Coding
- Playing football
- Reading books
- Cycling
- Gaming
- Hiking