

Farhan Raza Khan
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Driving Permit: Private Car

PROFESSIONAL SUMMARY

Experienced and solutions-focused Assistant Warehouse Manager with 6 years experience skilled in streamlining operations and enhancing team productivity. Known for implementing innovative stock management systems, leading to significant improvements in inventory accuracy and reduction in processing times. Strong collaborator with knack for fostering cooperative work environment, driving overall warehouse efficiency and performance. Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

WORK EXPERIENCE

Assistant Warehouse Manager

Paws & Tails Co., Riyadh Region | August 2021 – Present

- Maintained adherence to health and safety regulations, promoting a safe work environment.
- Reduced stock discrepancies for improved accuracy in record-keeping.
- Developed strategic plans for inventory storage, optimising use of warehouse space.
- Conducted regular audits of stock, ensuring accurate product counts at all times.
- Supervised warehouse staff, increasing productivity and efficiency on the floor.
- Supervised daily warehousing activities to ensure operational efficiency.
- Reduced order processing times by improving picking and packing methods.
- Handled fragile items with care to prevent damages during shipping.
- Increased order accuracy by diligently picking and packing items.
- Verified inventory counts regularly to ensure stock levels were accurate.
- Improved warehouse organisation by systematically arranging products.
- Collaborated closely with team members to meet daily targets effectively.

Sales Assistant (Warehouse Duties Included)

Pet Houses, Riyadh Region | July 2019 – July 2021

- Conducted daily inventory checks to manage stock levels accurately.

- Ensured stock replenishment in a timely manner to maintain product availability.
- Assisted customers in locating specific items to boost satisfaction.
- Followed company procedures and guidelines for smooth retail operations.
- Assisted customers with product selection and sales, recommending items to increase transaction value.
- Trained new staff members, fostering a supportive working environment.

Administration office

gomal university campus mari indus-Mianwali

October 2016–October 2017

- Fee collection from students
- Guiding students through their learning journey.
- Keeping records of receipts.
- Assistance other office task to higher management

Store keeper

MTB-Karachi

April 2015–September 2016

I worked as a Storekeeper, where I learned inventory management, proper storage practices, and how

to maintain accurate stock records to ensure smooth operations.

SKILLS

- Warehouse Operations Management
- Inventory Control & Stock Auditing
- MS Office (Word, Excel, PowerPoint)
- Supply chain software proficiency
- Materials handling training
- Health and Safety Enforcement
- Basic mechanical knowledge
- Team Leadership
- Distribution coordination
- Customer Service

EDUCATION

Intermediate in Computer Science
Federal Board Islamabad

Matriculation

Punjab Sargodha Board

CERTIFICATIONS

- Diploma: MS Office - Skyways Computer College
- Diploma: Managing Safely IOSH – MOST Services
- Diploma: Health & Safety – eLearning College
- Safety Assistant Certificate – DESCON Technical Institute
- Food Safety Baladiya Card – KSA

LANGUAGES

- English
- Urdu
- Arabic