

CURRICULUM VITAE

Mirza Mukaram Ali Baig

Khobar, Saudi Arabia

Mobile No: +966542018562; E-mail id:"Mukarram.baig002@gmail.com"

JOB OBJECTIVE

With overall experience of 20+ years as a warehouse supervisor, seeking a position to enhance my career as Warehouse Manager /Warehouse Sr. Supervisor by becoming a valued member of your organization.

PROFESSIONAL SKILLS

- Excellent communication, organizational skills and people leading skills
 - Strong written and verbal communication skills with proven PC and MS Suite skills
 - Strong interpersonal skills, leadership, decision making and problem-solving skills
 - Supervisory experience in materials workforce or shipping/receiving operations with proven leadership skills and experiences
 - Excellent communication skills (written and oral), people skills (able to motivate, coach and develop people)
-

WORK EXPERIENCES

I) Electric house Est. Dammam -Saudi Arabia

POSITION – Sr. Warehouse Supervisor. Dammam

From Aug 2001 to Dec 2005

II) AL-MENDEBAN REAL ESTATE

POSITION – Sr. Supervisor. Dubai

From Aug 2007 to Dec 2008

III) Al-Hassan Ghazi Ibrahim Shaker Company. Khobar-Saudi Arabia

POSITION – Sr. Warehouse Supervisor. Khobar

From Dec 2009-2025

- Supervise associates day-to-day performance and progress
- Monitors the day-to-day processing of all transactions to ensure accuracy
- Implements efficient storage methods which yield ready accessibility of materials, permitting efficient service to users, efficient space utilization and flexibility of arrangement, reduces the need for material handling equipment, minimizes material deterioration and pilferage and allows ease of physical inventory
- Maintains inventory variances, levels and turn within corporate guidelines via the use of a computerized tracking system
- Monitors the day-to-day processing of all transactions to ensure accuracy

- Maintains accurate inventory records and provides performance and status reports on demand
- Ensures compliance with all inventory policies
- Supervise activities of associates in warehouse departments including, but not limited to, receiving, stocking, retrieving, VAS, packing, processing and shipping of finished goods
- Partner with manager to determine work procedures, review schedules and expedite workflow through the efficient usage, training/cross-training and development of regular and temporary labor
- Assists the manager in establishing individual development plans for team members based on skill and knowledge levels
- Maintain associate timekeeping records and complete performance reviews in partnership with human resources
- May assist with Manager's responsibilities in their absence
- Support Manager with a variety of operational tasks. Perform other duties on an as needed basis

ACADEMIC QUALIFICATION

Bachelor of Science Degree OSMANIA UNIVERSITY (Hyderabad)

COMPUTER QUALIFICATION

- MS Office, SAP, Windows,

PERSONAL DETAILS

Nationality	: Indian
Religion	: Islam
Date of Birth	: 21 st November 1975
Languages Known	: English, Arabic & Urdu.
Marital Status	: Married
Iqama No	: 2274435318 (Transferable)
Contact #	: +966542018562
E-Mail Id	: mukarram.baig002@gmail.com
