



Shaiba Haroon:

Team Leader

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HOUSE NO:

EKDA 7576 Street 15 Cross,
Prince Nawaf Bin Abdul Aziz,
AL-Khobar Al Shumalia.

IQAMA:

TRANSFERABLE

CERTIFICATES:

- *Computer Information Technology.*
- *Electrical Power Distribution System and Planning (11 K.V/440 V).*

SUMMARY:

Dynamic and results-driven professional with extensive experience at Hala Supply Chain Services, excelling in inventory accuracy and safety compliance. Proven ability in optimizing logistics processes and leading teams effectively. Skilled in Electrical Power Distribution Systems and adept at fostering collaboration, ensuring operational excellence, and enhancing efficiency in fast-paced environments

EDUCATION:

- B.sc Technology (Electrical)
 - *From Sindh Institute of Management and Technology, Karachi.*
 - *In 2021*
- DAE (Electrical)
 - *From Aligarh Institute of Technology, Karachi.*
 - *In 2015*
- Intermediate (Pre-Engineering)
 - *From Jinnah Govt. College, Karachi.*
 - *In 2012*
- Matriculation (Science)
 - *Board of Secondary Education, Karachi.*

EMPLOYMENT:

- **Team Leader (Inventory controller).**
 - ✓ **Hala Supply Chain Services.**
 - **2023-CONTINUE.**
 - Conduct a daily inspection of all areas in the warehouse, ensure safety, quality and space optimization compliance
 - Enforce safety protocols and the use of appropriate PPE & report any safety violations.
 - Responsible for ensuring inventory accuracy and coordinating cycle counts monthly and wall to wall counts quarterly.
 - Lead cost optimization initiatives for Logistics and warehousing projects also coordinating strongly with our hub commercial teams.
 - Ensure proper receiving and unloading of incoming materials by cross checking invoices vs. actual orders and system process (GR's)
 - Supervise shipments activities and ensure all documents and procedures are strictly followed.
 - Organize warehouse racking space, materials and products according to FIFO and based on material types and collaborate with production function.
 - Ensure all daily assigned activities are completed on time.
 - Maintain an accurate record keeping system for all warehousing activities
 - Ensure the proper receiving and storing of finished goods.
 - Supervise, manage, schedule and oversee warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime.

SKILLS:

- Excellent written and verbal communication skills.
- Capable of Organizing & managing teams.
- Excellent Negotiation skills.
- Highly adaptable.
- Dedicated and Hard-working.
- Ability to work under pressure.
- Ability to work as part of a team
- Ability to prioritize.
- Organized & capable of multi-tasking.

Computer skills:

- SAP ERP
- 3PL Extensive
- LFS
- MS-OFFICE
 - ✓ WORD
 - ✓ EXCEL
 - ✓ OUTLOOK
 - ✓ POWERPOINT
- WINDOWS TROUBLESHOOTING
 - ✓ WINDOWS INSTALLATION
 - ✓ SOFTWARE INSTALLATION
- INTERNET BROWSING

• **Meter Inspection Officer at Distribution Operation.**

✓ **K-Electric Limited.**

- **2016-2023.**
- Observe safety precautions before and after works.
- Conduct field inspection and report all cases of metered theft and other related discrepancies.
- Survey at small and large Industries cases routed through emails or consumers' complaints, Load Regularization, Faculty Meter Replacement and NOC of new connection.
- Coordinate with project teams to note real time information of device particulars (old and new) required for system-based replacement.
- Daily inspection checking and testing and supervise installation and replace CT & PT and HT Electromechanical induction & static energy meter and AMR smart energy meters.
- Pole mounted transformer and distribution transformer check meter Inspection, Testing & Readings.
- Conduct site inspections on meters/sites/buildings for identifying hazardous conditions/safety risks and immediately reporting the same to Line Manager.
- Assist in providing first hand support to customers with regards to metering Operations also Consumer Dealing at site and handling difficult situation.
- Any other task as may be assigned by the Head.

• **Warehouse Coordinator:**

✓ **Sana logistics (Pvt.) Ltd.**

- **2014-2016**
- Manages warehouse inventory and maintain database.
- Documents all related activities and complete forms and reports.
- Identify work place safety hazards and develop ideas and solution to correct promptly.
- Documents inspection and test results and reports management and other applicable departments
- Ensure product moves through warehouse in an efficient manner.
- Informs their direct leader of technical, legislative, and quality matters in their area of responsibility.
- Perform routine clerical duties, including data entry, answering telephones.
- Plan & execute inspection and testing of incoming & outgoing products.
- Reporting discrepancies in inventory that indicate theft, such as too little inventory at last count.
- All other duties as assigned by management

• **Admin Officer:**

✓ **Master World Collegiate.**

- **2012-2014**
- Managed student records, files, and transcripts.
- Assisted professors and department heads in planning course schedules, preparing materials for classes, and organizing department events.
- Ensured accurate statements of financial records and monthly management accounts.
- Prepared records and reports regarding attendance, grades of Students.
- Scheduling of teacher's class timetable.
- Student fee issues.
- Manage petty cash.
- General office duties as required.

- **TRAINEE ENGINEER:**

- ✓ *Vigor N Acumen Technologies, Karachi.*
- *Supervise team on site.*
- *Maintains project administration in a correct and timely manner.*
- *Maintains a safe, secure, and healthy work environment by following guidelines, standards, and procedures.*

- **Shop Keeper:**

- ✓ *FAZAL-E-RABBI Electric & Electronics.*
- *2010-2012*
- *Repairing of electrical and electronics home appliances.*
- *Finding of technical problems and failure in electrical system.*
- *Checking control panels and electrical wiring to identify issues*
- *Ensure product is within specifications.*
- *Consumer dealing*