

Muhammad Naseem

Address: Nadec City Haradh, Saudi Arabia,

Cell # +966 533818671, +92 3066031190,

E-mail: naseemgujjar003@gmail.com



Abstract

Dedication and commitment to profession with full zeal and zest. Cravings to serve honored and prestigious organization all over the world at the start of career. Will be privilege to serve with skill-oriented professionals.

Professional Skills

Good background in Communication,	Team player & self-reliant
Demonstrates transparency in work ethics.	Multitasking & proactive participation.

Technical Skills

Forklift & Electrical Jack lift	Driver (Pakistan & Saudi Arabia License Holder)
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Experience

Logistic Operator at NADEC FOOD Saudi Arabia.

Duties and Responsibilities:(September- 2012 to present)

- Proper storage of goods, in predefined locations, with the right coding, labeling and storage conditions.
- Monitor the issuing of all products according to release dates and application of FIFO & FEFO And SOP.
- Process all required administration and documents related to issuing and receiving and returns as per company Policy and procedure and keep the records
- Coordinate the loading/unloading of vans according to planning to ensure timely availability of products.
- Dispose of wasted products and record waste according to procedures.
- Keep the inventory by monthly counting, stock classification, and regular reconciliation of stock.
- Keep the store organized, tidy and clean, and at the right temperature.
- Ensure all SHEQ regulations and procedures are applied for storekeeping.

Storekeeper at Masood Textile Millis, Pakistan.

Duties and Responsibilities: (2006 to 2010)

- Ensure the reception, storage, dispatch and daily management of the stock of products marketed by the company.
- Rotating stock and disposing of surplus and expired quantities.
- Ensure the conformity of products received and delivered.
- Ensure the management of inventories: control of the rotation of goods, verification of their availability, procurement from suppliers, tidying, cleaning, inventory.

Education:

Intermediate From DG Khan Board, Pakistan