

ADNAN HAIDER

STORE HELPER & WAREHOUSE INCHARGE



Khamis Mushait, 42411



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ABOUT ME

Versatile Warehouse Incharge & Store Helper with 6 Years at Baazeem Trading Co. | Proficient in ERP, Order Processing & Forklifts | Onyx Pro ERP Software Experince. | Eager to Contribute to Your Team's Success

SKILLS

- Stock Replenishment
- Logistics Coordination
- ERP Software
- Order Processing
- Product Labeling
- Barcode Scanners
- Forklift Operation

LANGUAGES

pushto

Urdu

Arabic

English

PERSONAL DETAILS

Date of birth:
04 Apr 1985

Nationality:
Pakistani

Marital status:
married

WORK EXPERIENCE

Baazeem Trading Company

Mar 2013 - Feb 2019
Khamis Mushait

STORE HELPER & WAREHOUSE INCHARGE

- Performed regular warehouse audits to maintain accurate stock records and minimize discrepancies.
- Operated forklifts and pallet jacks safely to move merchandise in the warehouse.
- Managed inventory levels and restocked shelves to ensure product availability for customers.
- Monitored expiration dates and rotated stock to maintain quality control of goods.

Al Moied Super Market

Jun 2023 - Present
Abha,khamis Mushait,sabya

WAREHOUSE RECEIVING CLERK

- Efficiently receive, inspect, and verify incoming shipments against purchase orders or invoices
- Accurately record received goods into inventory management system and update stock levels
- Label, sort, and store items in appropriate warehouse locations following company protocols
- Maintain a clean and organized receiving area to ensure a safe working environment
- Conduct periodic inventory counts and participate in audits to ensure accuracy
- Prepare and process returns to vendors for defective or incorrect items received

Philip Morris Pakistan

Jun 2006 - Jan 2011
Swabi ,Kpk

COMPUTER OPERATOR

- Ensure data integrity through regular backups and database management.
- Maintain system efficiency by performing routine tests and troubleshooting issues.

EDUCATION

Government High School dagai

2000
dagai,Swabi

HIGH SCHOOL DIPLOMA**government Degree Collage Swabi**

2003
Swabi

ASSOCIATE OF ARTS

DRIVING LICENSE

Driving license category
LTV