

Qaisar Shah

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Objective

To work with a highly professional team in a learning friendly environment, and become an Active member of the Dynamic Team of the Organization, accept challenges, Contribute to Organizational goals and further improve my professional skills.

Experience

Supervisor (Laverne group)

Experience supervisor with 1 year of managing personnel and resources.

Skilled in process optimization, working with teams, and problem solving

Successfully managed a team of representatives within a high-volume orders.

Developed and implemented operational procedures and policies to ensure efficient workflow and customer satisfaction.

Established and maintained positive relationships with external customers and vendors.

Operation Team Lead in salasa.co

Dedicated and results-driven Operation Team Lead with over [5 years] of experience in managing daily operations, supervising teams, and improving workflow efficiency. Proven ability to lead diverse teams, meet production targets, and ensure compliance with company standards and safety procedures. Skilled in communication, problem-solving, and performance management.

- Team Leadership & Supervision
- Process Improvement
- Performance Monitoring
- Inventory & Stock Control
- Quality Assurance
- Health & Safety Compliance
- Scheduling & Reporting
- Staff Training and Development
- Problem Solving & Decision Making

Amazon.sa (INBOUND Dock Master Team-leader)

Responsibilities:

- 1.Receiving ISA (Inbound shipment appointment) by different vendors with scheduled dates in FAAST WMS.
- 2.IN ISA I was working in mutiple PO's (Purchase order), if any PO doesn't match I was raising ticket to NOC team.
- 3.i was confirming units which is concerned to mention PO.

Amazon.sa (OUTBOUND PACKING Team-leader)

Responsibilities:

- 1.CPT (critical pull time) As per Amazon standard before CPT time we need to pack & handover to SPP (supply side platform).
- 2.while in CPT order if any unit is missing my work was to inform ICQA team, if they found the unit the packer will proceed the order, in case unit was not found the order will cancel before CPT time.
- 3.Removal order: in this we have 2 types:
 - Vendor return: this unit consider of non-moving product from FC from long time & in some case in this order we receive wrong item, in FAAST WMS we receive order to vendor return.

- **Destroy:** in this case in FC unit has been damage so we make destroy order.
- **Expired units:** same as case by an operator received an expired unit then will create order & then send to destroy team.
- If any airway bill issue, I was raise ticket to NOC team, concern team will give a solution to change 3PL carrier.

JOLLY-CHIC (INVENTORY & OUTBOUND (Associate Team-leader)

1. Inventory operator.

One-year experience in jolly chic in inventory department as a Picker, put away and stock transfer.

2. Return & whole sale Associated Team-Leader.

My Associates team will pick the order of whole sale & return materials which need to send back to supplier.

From August 2018 to April 2021.

1. Assistant / Cost Analyst:

Worked as assistant cost and material analyst in M/S Fazal Karim &Company in Batcheler, Pakistan for 5 months using Auto CAD and MS Excel.

From August 2013 to January 2014.

3. Assistant Engineer/ Cost Analyst:

One-year experience in Communication and Work Department Mardan, Pakistan as assistant engineer for cost and & material analysis.

From October 2014 to October 2015.

Note: References

available upon request

Qualifications

Matriculation in Science

2009

Board of Intermediate and Secondary Education, Peshawar

Diploma of Associate Engineering (Civil) 2012
Khyber Pakhtunkhwa of Technical Education, Peshawar

Courses in Designing and mapping Using AutoCAD 2016

Employment Skills

- Excellent polite and persuasive communication skills.
- Excellent communicating and presenting skills. □ Ability to learn fast, take initiative and meet deadline □ Excellent written and spoken English.

Technical Skills

- AutoCAD professional level.
- MS Office (MS-Word, MS-Power Point, MS-Excel).
- Install, operate and repair Microsoft Windows XP, 7 & 8 OS as well as window's server System.
- Installing, maintaining, and repairing hardware and software.
- Internet Browsing & Email.

Interpersonal & Language Skills

English	Reading, Writing, Speaking (Fluent)
Urdu	Reading, Writing, Speaking (Fluent)
Pushto	Reading, Writing, Speaking (Fluent)
Arabic	Reading, Writing, Speaking (Fluent)

Personal Information

Name: Qaisar Shah

Father Name: Rahman Gul

Date of Birth: 15-April, 1992

Nationality: Pakistani

Marital status: Single

Religion: Islam

Iqama No: 2412443216

Iqama: Transferable