

Umar Abbasi

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Profile

Experienced Warehouse Supervisor with more than 5 years invested in working in a warehouse environment. I have worked in warehouses for a food and Non food items. I am certified in handling heavy machinery such as the Forklift. I hope to be considered for the Warehouse Supervisor position in your company.

Experience

Warehouse Supervisor

December 2017 - Present

Lagardere Travel Retail For Duty Free Jeddah Airport

Job Responsibilities

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments.

Warehouse Team Leader

February 2017 - November 2017

Morrocan Taste Group Saudi Arabia

Job Responsibilities

- Planned work schedules and assigned duties to maintain adequate staff for effective performance.
- Approved all timesheets and work schedules.
- Monitored all delivery and pick ups to be on time and accurately.
- Managed 4 forklift drivers for picking/packing, receiving, dispatching, and loading.

Warehouse Team Leader

September 2014 - September 2016

Nestle Pakistan (Shan Marketing Services)

Job Responsibilities

- Managed warehouse operations, including shipping and receiving as well as inventory control.
- Supervised, trained, coached and motivated a team of warehouse workers.
- Consulted with supervisors regarding up coming deliveries and shipments.
- Organized and performed routine inventory checks.
- Trained order pickers on efficient methods and procedures to ensure load accuracy and timeliness.
- Prepared and correctly labeled products for shipment.

Other Professional Experience

- Worked as MTO in PackTec Company Pakistan
- Worked as an internee in Gulistan Textile Pakistan

Education

Islamabad Model College
Bachelors in Science (BSC)

Y2011 - Y2013

Languages Skills

- | | |
|-----------|-----------|
| • English | Excellent |
| • Arabic | Basic |
| • Urdu | Native |

Computer Skills

- | | |
|-------------|-------|
| • MS Office | Good |
| • SAP | Basic |
| • Outlook | Good |

Other Skills

- Planning
- Leadership
- Decision Making
- Can work in a Team and Independently

Interests

- Sports
- Travel
- Music

Achievements

- Awarded as "The Best Employee of the Month"