

Jawad Murtaza

Personal: 0534393063

Mailing Address: Jeddah (KSA)

Email: jawadmurtaza728@gmail.com

Driving License: Valid Saudi Driving License

Iqama Transferable

CAREER OBJECTIVE: -

To seeking a position in well reputed organization where I can apply my knowledge and experience with my skills and grow along with the industry through consistent and dedicate hard work and determination that offer professional growth while being resourceful.

ABILITY & STRENGTHS:

- Highly Motivated Professional focused on assigned work & task.
- Self-motivated, confident and works well under pressure to meet deadlines.
- Able to handle challenging task and organization abilities.
- Excellent business communication and organization abilities.
- Enthusiastic, creative and happy working independently or in a team environment.
- Highlights of skills.
- Well equipped to work in team & independently to deliver positive results.
- Personable, persuasive & able to build instant report.
- Energetic, task achiever & adaptive.
- Problem solver with maximum satisfaction & minimum interruptions.
- Extrovert & ability to convince others to get the work done.
- Follow the ethical & professional standards to show responsibility toward job.
- Analytical & calculated judgment to decisions corrective take.

ADDITIONAL ACHIEVEMENTS:

MS Office Course (INTERMEDIATE).

Universe Direct

Warehouse and Logistics Supervisor

Forklift Operator – 13 years of hands-on experience operating forklifts and ensuring safe material handling.

Cigalah Group of Companies Jan,2013 To March,2025



مؤسسات سقالة
Cigalah Group

Responsibilities:

Issue and Dispatch is the process of receiving demands, selecting the items required and handling them over to users, or dispatching them to customers.
Preparing good receipt note & handing over to Procurement department.
Responsible for outbound all the stock from the system till the hand over after receiving an order from production team.
Responsible for all the export shipment dispatching and loading properly with all mannerly documents (by road & by sea).
Working as Storekeeper & Super user of Universe Direct System.
Raw materials & finished goods receiving and dispatching physical & SAP System.
Checking and arranging the materials batch wise.
Dispatching as per the order.
For all dispatched & received materials making Daily Computerized Summary Reports and submitting to the concerns.
Receives, stores, and issues supplies and equipment and complete records of supply transaction.
Verifies that supplies received are listed on requisitions and invoices. Sorts and places inventory in storage areas, according to predetermined sequence such as size, type, or product code.
Keeps records of materials or items (including surplus materials) received or distributed in accordance with established procedure. Maintain weekly cycle counts of all stocked items and compile stock report on daily, weekly and monthly basis.
In-Charge of all Material Storage.
Monitoring the quantities available on stock
Report stock and material "in/out".
Raise Request for Material ordering.
In charge of loading/ unloading of all materials.
Ensure the Security of the store.
Move inventory and materials across facilities.
Process inventory for delivery
Sort, organize and store inventory in the proper location.
Package items and label correctly
Scan delivered items and ensured quality.
Report damaged or missing inventory to supervisors.
Stack and organize large bulk items.
Remove inventory from trucks or shipping and delivery to proper location.
Update logs and documentation for inventory processing
Move materials from facilities to workstations, pick-up locations, or other locations.
Wear safety gear always
Operate heavy machinery like forklifts to move or store inventory.
Ensure workspace is free of debris and remove safety hazards from aisles.
Work as an active team member to complete team goals
Prepare documentation and inventory for audits.

Education

F.A

Intermediate

2002

Multan Board, Pakistan

Matric

Science
Pakistan

2000

Multan, Board,

References

Available upon request