

Curriculum Vitae

Wasim Ahmad



Personal Details:

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Nationality: Indian

Marital Status: married

Date of birth: 05/12/1985

Objective:

Dedicated and experienced Store Keeper and Warehouse Supervisor with over 13.6 years of hand-on expertise in Inventory management, order preparation, loading /unloading operations, and warehouse coordinator within the Tinting System company. Skilled in Microsoft Excel, PowerPoint, EXAPTA ERP, and team management . seeking a challenging position where I can contribute to operational efficiency, inventory accuracy, and process improvement to support company growth and excellence.

Professional Experience:

Total Experience 13th years 6 months.

Warehouse Supervisor

Tinting System Company, Khamish Mushait 61961 (SAUDI ARABIA)

From : October 2021- May 2024

(2.5 years)

- Overseeing and managing the day-to-day operations of the warehouse, including receiving, storing, and shipping products or materials, while ensuring efficient coordination amongst the staff.
- Monitoring and enforcing compliance with company policies and safety regulations to ensure the safety of all warehouse employees.
- Managing inventory, which includes maintaining accurate records, conducting cycle counts, and resolving any discrepancies.
- Effectively plan and allocate resources in order to meet daily operational requirements, maximizing productivity and minimizing downtime.
- Train, mentor, and provide regular feedback to warehouse staff in order to cultivate their skills and expertise, enabling them to carry out their duties with utmost efficiency.
- Work together with other departments, such as logistics and procurement, to effectively manage and prioritize incoming and outgoing shipments.
- Consistently seek out opportunities for process improvement, and implement changes to increase efficiency and decrease costs.
- Conduct regular inspections and audits to maintain cleanliness, organization, and compliance with quality standards.
- Manage and resolve any warehouse-related issues or conflicts that may arise, ensuring prompt resolution and maintaining positive employee relations.
- Prepare and analyze reports on warehouse operations, including productivity, inventory levels, and shipping/receiving accuracy, providing recommendations for improvement.

Store keeper

Tinting System Company, Khamish Mushait 61961 (SAUDI ARABIA)

From : August 2010- September 2021

(11th years 1 moths)

- Unpack, label, and store incoming goods in designated locations.
- Maintain accurate records of inventory levels, stock movements, and transactions using inventory management software.
- Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels.
- Pick, pack, and prepare orders for delivery or shipment to customers.
- Coordinate with suppliers, freight forwarders, and logistics providers to ensure timely delivery of goods.
- Conduct regular stock counts and reconcile discrepancies between physical stock and system records.
- Ensure compliance with health and safety regulations and warehouse procedures.
- Keep the warehouse clean, organized, and free from hazards.
- assist with other warehouse tasks and duties as assigned.

Key Achievements:

- Recognized for consistently exceeding sales targets, contributing to company profitability.
- Implemented an inventory management system, resulting in a 20% reduction in stock w
- Led a team initiative to improve customer service, leading to a 15% increase in cust satisfaction ratings.

Education:

COMPLETED COURSEWORK TOWARDS Highs SCHOOL DIPLOMA

- D.N College Azamgarh India -2006
- **ITI IN AUTOMOBILE SECTOR**
- ITI (industrial training institute) Pusa Delhi India -2008

Computer Skills:

- Excellent knowledge Microsoft Dynamics-axapta
- Data entry & typing, MS Word, PowerPoint, excel.
- Emailing & outlook

Skills:

- Excellent leadership and communication skills

- Proficient in inventory management software
- Strong analytical and problem-solving abilities
- ability to multitask and prioritize effectively
- Detail-oriented with a focus on accuracy and efficiency
- Multi task, work in under pressure
- Material handling and moving
- Workflow coordination ,record keeping

Languages: English,Hindi,Arabic

