

Wasif Ashraf



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Joining :- **Immediately**

Computer & IT Skills:

- Outlook
- ERP LN (Warehouse Module)
- Innova Marel (Company Production and Warehouse online Software)
- Job Casting (ERP)
- Web Dolphen (Time Sheet)
- Internet. & E-Mailing
- MS Office Applications (M.S Excel ,M.S Word)
- V-Lookup
- Pivot Table
- MS Windows .
- Typing Speed 40 to 50 wpm with the accuracy of 99 % .

Professional History

July 2017 to September. 2018

Objective

An enthusiastic goal oriented and hard working University Graduate. Reliable and trustworthy, having excellent PC skills & have a solid experience in “ **COLD STORING & WAREHOUSE INVENTORY MANAGEMENT** “ system and able to work on own initiative or as part of a team, having expertise in training, counseling and development of team. Also having the following skills and expertise to contribute to your esteemed Organization.

Professional Expertise

Cold Storage, Distribution Networks. Warehousing, Logistics Inventory Management. , Supply Chain, Sales & Distribution, Fulfillment, Ecommerce

Key Skills

- Excellent Communication Skill
- Ability to work under pressure
- Fast Decision Making
- Time Management,
- Self Motivation,
- Conflict Resolution,
- Leadership & Creativity Skills
- Ability to operate effectively in a multinational
- Multicultural work environment
- Have good knowledge of E-Commerce business.
- Product Listing in Amazon and Noon.com
- Order Fulfillment Process.

Academic Qualification

- Bachelor Degree in Arts **BA** from the Sargodha University Pakistan.
- F.A from Intermediate & Higher Secondary Education (**BIHSE**)Karachi Pakistan
- Matriculation from Intermediate & Secondary Education (**BISE**) Karachi Pakistan

Have a good Knowledge of shipping documents

Purchase order, Packing List, Delivery note, Commercial Invoice, Bill of Lading, Bill of Entry, Letter of Credit.

Employment History

1. Company Name:- SPAN TRADING

Duration: March 2020to January 2021.

Designation:Aftersale Admin Procurement &Customer Services

Job Responsibilities:

Receiving complaints from the clients log complain in the system through Email & Phone calls on daily basis.

Send quotation to the clients and received LPO creating the Job Order get approval from accounts.

Order the parts from supplier. Receive the parts in warehouse, and update in Job casting, Receive the quotation enquiry of spare parts through email and send the quotation as requested. Make schedule for Technician Team to attend the complains, Repair Job & Preventive

Fetchr Courier Service

DIP, UAE

Operation Team Leader**December, 2013 to April 2017****National Aqua-Cultural Group**

AL Lith , KSA

Warehouse Team Leader in Cold & Dry Store**Feb. 2010 to Dec. 2011****DANZAS AEI Emirates Jabal Ali Dubai UAE**Warehouse Floor In-Charge**Aug 2005 to Jan 2010****BIN-HAMM AGRICULTURALCO.**

Al Ain UAE

Warehouse/Store In Charge**Personal Information:**

Date of Birth : 25.02.1988

Gender : Male

Passport No :DZ1844223

*maintenance contract Jobs. Update accordingly in Job casting.
Track the team and make sure to attend all assigned work to each technician.
After Finish the SLA Need to send again new agreement.*

2. Company Name:- FETCHR COURIER SERVICE .**Duration: July 2017 to September, 2018****Designation: Operation Team Leader****Job Responsibilities:**

- Perform and support daily management of department duties.
- Create an inspiring team environment with an open communication culture.
- Oversee day-to-day operation.
- Monitor team performance and report on metrics.
- Listen to team members' feedback and resolve any issues or conflicts.
- Encourage creativity and risk-taking.
- Carry out duties in accordance with trained Standard Operating Procedures (SOPs).
- Assign work to staff as required to support the workflow and daily metrics.
- Tracking and reporting of hours and schedules for staff.
- Follow up and solve process-related area issues, as required.
- Improve flow of order through the area.
- Take complete ownership of the team's fleet management.
- Proactive in building means and ways to achieve and exceed the assigned goals.
- Manage customer service escalations and interface with driver and customer, where necessary.
- Support the Operations Manager by ensuring there is sufficient resourcing for the function, including call outs for training needs, absence and performance management, coaching and continuous monitoring of department productivity.
- Support in the development of a strong culture of health and safety practices and initiatives through the company policy.
- Assist with the training of new drivers or team leaders to ensure they have the right knowledge to carry out tasks required.
- Be able and willing to work to flexible schedules/shifts and commit the time required to get the job done.

3. Company Name:- NAQUA AQUACULTURAL GROUP.(KSA)**Duration: DEC 2013 to APRIL 2017.****Designation: Warehouse Team Leader (Cold Storage)****Job Responsibilities:**

- Established operational procedures for activities , such as verification **of incoming and outgoing shipments & production**, updating in the system (INNOVA & ERP LN).
- All the product receiving, delivery & stocking through **Barcode scanning system**.
- Prepare the Daily production receiving reports & send to Management by outlook.
- Regular monitor of Receiving, Labeling & stocking in store on rack location.
- Arrange the different types of shipments from **Quality Assurance /Quality Control (QA/QC)** approved stock, as per **FIFO basis**.
- Preparing the all delivery document for **shipments , Export & Local Sales Order** as per company Policy.
- All delivery update in system **ERP LN, & INNOVA**, as per management

Nationality : Pakistan Marital Status : Married Religion : Islam Languages : English : Arabic : Urdu : Hindi : Punjabi <u>SAFETY CERTIFICATION:</u> IOSH MANAGING SAFELY IELTS : <u>6.0 BAND</u>	requirement. ■ Verification the material for loading export Shipment & Local sales as per approved Picking list. ■ Coordinate with QC for provide the sample and taking the result for delivery. ■ Dry store stock movement, receipt & transfer to processing (Production), same time verify And update the system in INNOVA, ERP LN (transfer order, Adjustment order & Production order etc.). ■ Dry store Packing Material Stock Report (PMSR) open stock, current stock, receipt & issued material update in the System & weekly update to Planning department. ■ Strong Coordination with : Planning Team, Sales & Marketing Team, QA/QC Team, Production Team Finance Department, Engineering Maintenance Team ■ Manage inventory accuracy through monitor of daily store activities, cycle count, entries, cross check, verification, stock report and periodical physical stock checking. ■ Make the maintenance record for the Equipment use in Cold Store (Fork Lift , Reach Truck , Power Pallet etc) and send it management. ■ Prepare the weekly, monthly stock & transaction (receipt & issued) report & send to Management by mail outlook. ■ Total manpower handling 35 to 40 persons. ■ Make the Attendance sheet, Over Time sheet of manpower and send that to the admin officer of our department monthly basis. ■ Communications with drivers. ■ Very good knowledge of sea food item shrimps, Fish, sea cucumber etc. & above 200 item of packing material, which we required for produced the production. 4. Company Name:- DANZAS AEI EMIRATES L.L.C. Duration: <u>FEBRUARY 2010 to DECEMBER, 2011</u> Designation: <u>Warehouse In-charge</u> <u>Job Responsibilities :</u> ■ Receiving, moving, checking and storing inbound shipment by using of RFQ scanner. ■ Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality. ■ Packaging and labeling products before they are dispatched. ■ Welcoming and helping clients who visit the branch. ■ Contacting transport companies and coordinating dispatch and delivery with them. ■ Preparing deliveries for the van drivers. ■ Moving and organizing stock. ■ Supervising the work of junior staff. ■ Ensuring a clean and safe workhouse for staff to work in. ■ Storing stock away safely. ■ Removing hazardous products from the warehouse. ■ Occasionally selling goods over the trade counter.
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- Signing off and replenishing stock.
- Monitoring stock levels.
- Moving items through the warehouse from receipt to dispatch to customers.
- Occasionally delivering stock to shops and retail outlets.
- Accurately updating all data into computer and manual recording systems.

5. **Company Name:- BIN HAMM AGRICULTURAL CO.**

Duration: Aug 2005 to Jan 2010.

Designation : Store In Charge

Job Responsibilities :

- To make the purchase requisition as per the order of Project Manager.
- To follow up the local purchase order (LPO)
- To receive the material from the supplier (According to LPO)
- To check the required documents at the time of receiving of material.
- To check the physically material and prepare the material inspection form i.e RCDR.
- After receiving the delivery, to make the material discrepancy report. In case of Surplus / Shortage of material (MDR)
- To Coordinate with the Site Store Keeper.
- To issue the material as per receiving the request from authorize person.
- To deliver the material as per Site and Project.
- Contact with suppliers via phone and email, Following up new business opportunities and setting up meetings.
- Manage a team personal under direct supervision and handle the duty of delegating work functioning and daily job list on regular basis.
- Administrative facilitation to team and assurance of proper coordination among team members.
- Preparing the daily, weekly and monthly reports.
- Maintaining the records of stock in the system along with file management
- Ability to explore best and easy way of work accordingly apply in the organization.
- Correspondence with other departments and organizations.
- To keep the record of Sub – Contractor.
- To check whether or not the material has been fully provided at work place as per the quantity and quality mentioned in the Delivery Note.
- To make the monthly material sheet of Sub – Contractor.
- To prepare the daily, weekly and monthly reports.

REFERENCE:-

Will be furnished on demand.