

Adnan Shabbir Hussain

Warehouse Specialist



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Saudi Arabia, Riyadh, Exit 18 Riyadh, 12243

SKILLS

Inventory Management
Expert

Material Handling
Expert

Shipping and Receiving
Expert

Quality Control
Expert

Data Entry
Expert

Logistics
Expert

Leadership
Expert

Teamwork
Expert

Problem Solving
Expert

Computer Literacy
Expert

Attention to Detail
Expert

Forklift Operation
Expert

Safety Procedures
Expert

Time Management
Expert

LINKS

adnan-shabbir-435133257

LANGUAGES

- English
- Arabic

PROFESSIONAL SUMMARY

Experienced Warehouse Specialist with 8 years of hands-on experience in coordinating and managing warehouse operations. Proven track record of streamlining processes, improving efficiency, and reducing costs by 20%. Skilled in inventory management, forklift operation, and order fulfillment. Strong attention to detail and ability to work under pressure in a fast-paced environment. Recognized for consistently meeting deadlines and exceeding performance targets. Proficient in using warehouse management systems to track shipments, maintain accurate inventory records, and optimize warehouse layout. A team player with excellent communication skills and a strong focus on providing exceptional customer service.

EXPERIENCE

Assistant Manager

Perfect Doors Company, Saudia Arabia, Riyadh
December 2022 - Now

As an Assistant Manager at Perfect Doors Company in Saudia Arabia from 2022-12 to 2025-08, I played a key role in ensuring the smooth and efficient operations of the company. I worked closely with the management team to develop and implement strategies that drove growth and profitability.

- Oversee daily operations of the company
- Develop and implement strategies for growth
- Manage and train team of employees
- Collaborate with management team for decision-making
- Ensure customer satisfaction through quality products and services

Document Controller

Tejoury Compnay Prv Ltd, Saudia Arabia, Riyadh
March 2016 - December 2018

As a Document Controller at Tejoury Company Prv Ltd in Saudi Arabia from 2016-03 to 2018-12, I was responsible for managing and organizing all company documents in an efficient and organized manner. I played a crucial role in ensuring that important documents were accurately recorded, distributed, and archived, while also maintaining confidentiality and security of sensitive information. My attention to detail and strong organizational skills contributed to the smooth operation of the company's document management system.

- Urdu

HOBBIES

- Reading
- Traveling
- Drawing

PERSONAL INFO

- Date of birth: 16 January 1994
- Place of birth: Gujranwala
- Nationality: Pakistani
- Driving licence: Yes

- Managed and organized company documents
- Accurately recorded, distributed, and archived documents
- Maintained confidentiality and security of sensitive information
- Contributed to smooth operation of document management system

Storekeeper

Binzagr Unileve Co, Saudia Arabia, Riyadh

February 2019 - October 2022

During my time as a Storekeeper at Binzagr Unilever Co in Saudi Arabia, I was responsible for managing inventory and ensuring the smooth operation of the store. In this role, I developed strong organizational skills and attention to detail while working in a fast-paced environment.

- Managed inventory
- Ensured smooth store operation
- Developed organizational skills
- Maintained attention to detail

EDUCATION

Associate of Science (AS), Sweedish College of Gujranwala, Pakistan, Gujranwala

2011 - 2014

COURSES

Office Management, Soft Solution Institute

2015

INTERNSHIPS

Store Assistant

Usama Goods Transport Company, Pakistan, Gujranwala

February 2011 - June 2013
