

ARSLAN RIASAT

Nationality: Pakistani **Date of birth:** 25/12/1996 **Phone number:** (+966) 547861308

Email address: arslanriasat512@gmail.com

Location: Dammam (Saudi Arabia)

Iqama is valid and transferable. Ready to join immediately

Work Experience

Warehouse Inventory Coordinator

UNICEF- Sanjh Preet Org. [November 2023 – April 2025]

City: DG Khan

Country: Pakistan

Implements approved section policies, processes, procedures, and monitors adherence so that work is carried out in a controlled manner. Ensures compliance to all relevant health, safety, security, and environmental procedures across the organization to promote a healthy and safe work environment.

Responsible for maintaining and overseeing inventory and supplies by receiving, storing, and delivering items.

Responsible to secure the warehouse and all the available supplies. Maintains the housekeeping in the warehouse.

Tracking and coordinating the receipt, storage, and delivery of the supplies.

Forecast of receiving materials, to make the appropriate storage for receiving materials.

Alignment with UNICEF Management for dispatched material and on time delivery of required items. Monitor the inventory, warehousing, logistics.

Oversees the printing, picking, slotting, packing and releasing the supplies to beneficiaries.

Verifies materials against receiving documents, noting and reporting discrepancies and obvious damages, and dispatches the cargo in a tracking software.

Schedules and maintains activity of all the goods. counting the inventories and ensuring the orders are shipping in a timely manner.

Communicate with UNICEF Management to have the enough material on time as per required qty. Supervision of the day-to-day operations of the area of responsibility to ensure that work processes are implemented as designed and in compliance with established standards and procedures.

Attend the weekly and monthly (District working group) meeting to discuss the progress and to fix next week's plan. Update the warehouse storage and materials segregation as per quality standards. Create and post the material issuing / receiving request as per strategic planning.

Ensure cleanliness of all areas, keeping storage areas clean and tidy, and in strict compliance with hygiene regulation.

Prepares periodic reports to the senior management related to warehouse activities and presents statistical information to facilities decision making.

Prepare the weekly and monthly KPI and daily dashboard report to keep the management updated. Highlight the major issues in weekly meeting to make the operation trouble free.

Store Incharge

Crescent Bahuman Limited [January 2021 - October 2023]

City: Hafizabad

Country: Pakistan

I have worked in CBL as a store in charge. My primary role was there to receive and issue the materials and update the record in soft and hard form.

I used to handle offloading as per purchase orders provided by procurement team and updated them on delivery schedule and arrival dates.

Managing the offloading and store them at appropriate location.

Receive and forward all types of goods and deliveries in and out of the warehouse to the correct point of storage area.

Verified all goods arrived as per the agreed purchase order, delivery note and agreed quantity has been received.

Monitor and take inventory on a regular basis to compile orders based on levels or needs.

Store the materials at allocated and update the data record in ERP system.

Issue the inventory to the department as per raised request.

Follow the raised request and collect the material and schedule the dispatch delivery.

Prepare the daily receiving and dispatching reports and verify all the data in ERP.

Identifies the stocks that are in the warehouse for a long time and bring it to the attention of the senior management and stock control function.

Understanding processes and functional interdependencies and recognizing and escalating issues identified as opportunities to improve warehouse performance.

Troubleshoot any vendor delivery issues as per set guidelines and follow up on return process.

Make the recall checklist for dispatched materials to store again in warehouse.

EDUCATION AND TRAINING

BS. Mathematics (Hons)

Government College University Faisalabad [2016 – 2020]

Address: Faisalabad

Intermediate

Hira Group of Colleges [2013–2015]

Address: Nankana Sahib

Matric

GHSS More Khunda [2010-2015]

SKILLS

Address: More Khunda, Nankana Sahib

LANGUAGE SKILLS

- **English (IELTS 6.5)** [November 2022-November 2024]
- **Urdu**

Computer Training Course

- **Vocational Training Institute** [April 2017–December 2018]
- **Address:** Hafizabad

DIGITAL SKILLS

Outlook / MS Power Point / MS Excel / MS Word

ORGANIZATIONAL SKILLS

- Warehouse Management
- Inventory Management
- Process Improvement
- Inventory Planning
- Inventory Accuracy
- Project Planning
- Logistics Management
- Leadership
- Time Management
- Audit Preparation
- Team Building