

Abdul Aziz

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Professional Summary

Experienced Warehouse Manager with strong expertise in inventory control, logistics, and team supervision. Skilled in streamlining warehouse operations, reducing costs, and ensuring accurate and timely delivery of goods. Adept at using ERP systems and safety procedures to maintain efficient and organized warehouse environments.

Professional Experience

Warehouse Manager

Vivo Electric Pvt. Ltd, | May 2017 – Jan 2023

- Supervised daily warehouse operations including receiving, storing, and dispatching inventory.
- Monitored inventory levels and ensured accurate stock records.
- Implemented safety standards and maintained a clean, organized warehouse.
- Managed warehouse staff, assigned tasks, and trained new employees.
- Coordinated with procurement, logistics, and sales teams for smooth workflow.
- Reduced operational delays by improving storage and material handling systems.
- Prepared warehouse reports and ensured compliance with company policies.
- Ensured proper use and maintenance of warehouse equipment
- Handled return goods processing and ensured damaged/expired items were properly documented.

Education

Bachelor of Business Administration (Hons)

Abasyn University, Peshawar | Sep 2011 – Jun 2015

Skills

- Financial Reporting
- Budgeting & Forecasting
- Accounts Payable & Receivable
- ERP Systems (QuickBooks, SAP, DMS)
- Microsoft Excel (Advanced)
- Inventory & Cost Control

Languages

- English – Fluent
- Urdu – Fluent
- Pashto – Native