

AQIB IRSHAD

TUBARJAL SAUDI ARABIA • 0550224029 • aqibirshad925@gmail.com

3 YEARS+ EXPERIENCE IN WAREHOUSE MANAGEMENT

WORK EXPERIENCE

STORE KEEPER ACCME ENTERPRICE SIALKOT PAKSITAN

MAY 2022 - NOV 2023

- Maintaining accurate records of all inventory transactions, including receipts, withdrawals, and adjustments.
- Ensuring proper stock rotation to prevent spoilage or obsolescence.
- Monitoring stock levels, conducting regular stock checks, and initiating purchase requisitions when stock is low.

WARE HOUSE MANAGEMENT AL RAJHI POWER SOLUTION

JAN 2024 - PRESENT

- Maintaining accurate records of stock levels, conducting regular cycle counts, and optimizing storage space utilization.
 - Overseeing the timely and accurate receipt of goods, coordinating outgoing shipments, and managing delivery schedules.
 - Leading, training, and scheduling warehouse personnel, fostering a positive and productive work environment.
 - Ensuring compliance with safety regulations, maintaining a clean and organized workspace, and implementing security measures to protect goods and personnel.
 - Ability to motivate and guide a team, delegate tasks effectively, and resolve conflicts.
-

EDUCATION

SECONDRY SCHOOLING

2017 - 2019

AIMS SCHOOL MANSEHRA

HIGHER SECONDRY

2019-2022

FAST COLLEGE MANSEHRA

ADDITIONAL INFORMATION

- **Technical Skills:** MICROSOFT EXCEL, WORD, OUTLOOK
- **Languages:** English, ARABIC, URDU
- **Certifications:** 6 MONTH DIPLOMA OF COMPUTER AND INFORMATION TECHNOLOGY