

# AMIR KHAN

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Visa Status (VALID)

Driving License (VALID)

## EXPERIENCE

JULY 2023 TO PRESENT

### WAREHOUSE SUPERVISOR

UNITED WAREHOUSING AND DISTRIBUTION SERVICES

- **Supervising Staff:** Training, scheduling, and overseeing warehouse staff, including managing daily activities, monitoring performance, and ensuring adherence to safety standards.
- **Inventory Management:** Overseeing inventory levels, performing stock counts, coordinating with inventory control teams, and ensuring accurate record-keeping of inbound and outbound goods.
- **Maintaining Safety Standards:** Enforcing health and safety regulations, conducting safety drills, and ensuring all employees use personal protective equipment (PPE) to minimize workplace hazards.
- **Order Fulfillment and Shipment Coordination:** Ensuring orders are picked, packed, and shipped correctly and on time, coordinating with logistics teams, and handling any delays or issues in the shipping process.
- **Quality Control:** Inspecting goods upon arrival and before shipping to ensure they meet quality standards and managing any damaged or defective items.
- **Workflow Optimization:** Identifying inefficiencies in warehouse operations, implementing process improvements, and optimizing storage and layout to maximize space and efficiency.
- **Equipment and Maintenance:** Ensuring warehouse equipment (such as forklifts, pallet jacks, and conveyors) is maintained properly and arranging for repairs when necessary.
- **Record-Keeping and Reporting:** Tracking daily, weekly, and monthly performance metrics, preparing reports on productivity, inventory status, and other key operational data.

OCT 2021 TO JUNE 2023

### WAREHOUSE STOREKEEPER

UNITED WAREHOUSING AND DISTRIBUTION SERVICES

- Ensure posting of outbound deliveries using WMS.
- Ensure safety of shipments.
- Inspect and test product to ensure quality standards are met.
- Palletized material and attach proper shipping/storage documents.
- Verifies the quality a description of materials received by checking merchandise against the packing list and preparing receiving documents.
- Report and replace any item prior to packing.
- Place material in their designated storage areas in an orderly manner
- Enter quantity received against PO in the WMS and print back order and inventory stock putt away list.
- Posting delivery orders.
- Handle daily cycle counting of assigned area.
- Handle year-end and general inventory procedure.
- Stack product on pallets in accordance with proper selecting procedures.
- Select orders within various temperature zones, including Dry, Ambient, Chilled and Freezer area.
- Able to sit or stand and walk throughout the schedule work shift.
- Ability to handle stressful and demanding situations.
- Adaptable to a diver and changing work environment.
- Willingness to take initiate in solving problems.
- Operate industrial equipment (Forklift, Reach Truck, and Electric Dock Leveler)
- Ensure warehouse/equipment is maintained on a regular basis.

**AUG 2018 – SEPT 2021**

**WAREHOUSE TEAM LEADER,**

**KAMAL OSMAN JAMJOOM LOGISTICS MANAGEMENT SERVICES**

- Supervise and coordinate unloading of inbound shipments.
- Orderly stacking and checking of product as per FIFO and FEFO.
- Verify required inbound/outbound paperwork with drivers, ensuring that all product is properly counted.
- Ensure inbound shipments and exiting stock are accurate and free of damage and errors.
- Ensure the efficient and safe operation of all materials handling equipment.
- Ensure that the work schedules are correctly implemented and that jobs are assigned effectively and completed properly.
- Ensure the optimal utilization of space through warehouse consolidation.
- Maintain a clean, neat and orderly work area.
- Conduct operations in a manner that promotes safety.
- Conduct operations in accordance with ISO standards.
- Complete all necessary records and reports in a timely and accurate fashion.
- Assure the integrity of the inventory and assist in conducting physical inventories.

**AUG 2016 – APRIL 2018**

**WAREHOUSE OUTBOUND ASSISTANT, KAMAL OSMAN JAMJOOM**

- Pulls warehouse items from the shelves based on number, size, colour, quantity, and quality requirements.
- Ensures that orders are accurate.
- Operates handling equipment and ensures safety regulations are followed.
- Plans and monitors product storage and dispatch.
- Oversees stock replenishment.
- Ensures warehouse goals are met
- Maintains a high level of health and safety standards
- Shrink wraps products to pallets
- Packs warehouse orders as necessary
- Operates scanners so that the proper order is picked and inventory is managed accurately
- Performs other general warehouse duties as needed

## **EDUCATION**

**2014**

**D.A.E MECHANICAL ENG: SINDH BOARD OF TECHNICAL**

## **SKILLS**

- Teamwork skill
- Ability to work well under pressure
- Quick Learner
- ORION ERP
- Handling RF Gun Operations
- Problem solving
- WMS

## **ACHIEVEMENT**

Best productive warehouse staff of the year 2016 to 2017 gifted by Senior Warehouse Manager.

## PEROSNAL DETAIL

- Name
  - Father Name
  - Iqama Number
  - Marital Status
  - Religion
- Aamir Khan
  - Jamroz Khan
  - 2414702247
  - Single
  - Islam