

# Waqar Azeem

JAFZA Dubai, UAE.

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Highly motivated and goal oriented young professional committed to attain a challenging and rewarding position as an electronic engineer in a growth oriented dynamic organisation, where I can grow professionally and further enhance my technical and managerial skills, knowledge and experience to overcome the challenges of today. My work is quick and efficient, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

## Strengths

- ✓ Young & Energetic
- ✓ Well-educated with practical knowledge and experience
- ✓ Socially likeable personality
- ✓ Efficient learner and determined team player

## Educational Qualification

<b>Bachelor of commerce</b> University of the Punjab Lahore, Pakistan.	<b>2008–2010</b>
<b>Intermediate of commerce</b> Board of intermediate and secondary education Lahore, Pakistan.	<b>2006-2008</b>
<b>Higher Secondary Education</b> Board of intermediate and secondary education Lahore, Pakistan.	<b>2004–2006</b>

## Work Experience -

- **Operations, sales and logistics**

- **Ebm-papst Middle East FZE -Dubai, UAE (Dec,2011 – Present)**

- Check and verify shipping records, handle questions or concerns of shipping shortages or overages and address problems with inventory control.
- Organize to service each business division while maintaining and improving overall operational and departmental efficiencies.
- Interface cross-functionally at all levels within the divisions of the company, including communication with offshore/subsidiary management, external resources and concerns, such as freight forwarders, third party providers.
- Troubleshoot and provide solutions for issues of a moderate to complex scope.
- Oversee day-to-day orders and forecast for customers and instruct production department.
- Act as logistics facilitator to ensure that all elements of the domestic and international distribution process are coordinated to meet customer requirements in a timely and high quality.

- Meet or exceed established goals relative to on-time delivery and shipping accuracy performance for customer shipments
- Keep stock control systems up to date and planning future capacity requirements.
- oversee short duration projects relating to transportation, logistics, export regulations, and related functions.
- Dispatch of customer's ordered materials.
- Plan forecast material and follow up with factories for big customers in region like Emerson, Petra, SKM.
- Responsible for documentation for import and export of all materials.
- **Store Keeper**  
**Tariq Glass Industries Sheikhpura, Pakistan. (July,2009 – October,2011)**
  - Receives incoming materials, supplies and equipment form vendors or from other city warehouses or storeroom; checks item received against delivery tags and signs for proper number of cartons; carries or trucks items received to the proper storage locations; breaks down bulk stock into smaller packages or units.
  - Enters records of stocks received and issued; fills requisitions on storeroom; assists in taking periodic inventories of supplies on hand in storeroom or warehouse; maintains order and cleanliness in storeroom.
  - assist in the salvage of usable items of equipment or supplies; ma participate in the sale of such reclaimed goods; may operate manual or automatic equipment such as dollies, hand or electric trucks and fork lifts in connection with the receipt, storage, removal, transfer or issuance of supplies and equipment.
- **Warehouse Assistant.**  
**Innovative Biscuits PVT. Limited Lahore, Pakistan. (July, 2008 – April, 2009)**
  - Supply the material to production department according to their demand.
  - Maintain the stock levels of the material used for production.
  - Placement and follow up of purchase orders placed to purchase department.
  - Report of all material supplied and received to the Store Supervisor daily.

### Key Skills

- MS Office (Word, Excel, Access, Power Point Internet Explorer and Outlook)
- Operating Systems: Windows XP, Windows Vista
- Communication & Presentations.
- Research Analysis & Problem Solving.
- Team player
- Communication skills
- Management skills
- Decision-making
- Hard worker
- Self-motivated

### Personal Details

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Nationality : Pakistani  
Date of Birth : 1st January 1989  
Marital Status : Married  
Visa Status : Employment Visa  
Languages Known : English, Hindi  
  
GCC Driving license : Manual LMV and Light Tractor