# MOEEN UD DIN

**Warehouse Supervisor**

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## SUMMARY

5+ years of experience as a Warehouse Supervisor is seeking to advance and further my skills in a fast-growing field, gaining more knowledge and experience to provide for myself, family and also to play my part in the advancement of the company.

## CORE COMPETENCIES

Inbound and outbound supervising, Account Management, Customer Service, Data Entry, Excel, Filing, Fax, And Inventory Control. Replenishments, picking and packing.

## PROFESSIONAL EXPERIENCE

### Warehouse Supervisor

**AL-MALKI GROUP.**

**NATIONAL MARKTING COMPANY (2015 PRESENT) Key Deliverables:**

* Scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning.
* Monitoring, appraising job contributions, recommending compensation actions; adhering to policies and procedures. Help assure overall cleanliness and safety of production, storage,
* Securing the warehouse by turning alarms on; testing systems. Be prepared to work overtime as needed.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer service standards; resolving problems.
* Meets warehouse financial standards by providing annual budget information; monitoring expenditure.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer­service standards.
* Moves inventory by scheduling materials to be moved to and from the warehouse; coordinating inventory.
* Schedule inbound loads of customer product and production materials and supplies to facilitate production.

### DATA ENTRY

**MALIK & BROTHER, S PVT (LTD).**

* Type correspondence, reports, text and other written material from rough drafts.
* Check source documents for accuracy, verifying when necessary.
* Compiled, prioritized, and sorted, and processed customer orders into local database.
* Performed other clerical duties such as answering telephone, sorting and distributing mail, running errands or sending faxes.

## EDUCATION

**DEGREE YEAR Institutions.**

**UNDERGRADUATE** (B.COM) 2014-2018 University of Punjab.

**INTERMEDIATE.** (commerce)2011-2013 Punjab Board of Pakistan. **Matric.** (computer science) 2008-2010 Punjab Board of Pakistan.

## OTHER INFORMATIONS.

**IQAMA.**  Transferable.

**DRIVING LISENCE.**  Available.

**CAR.**  owned

**LANGUAGE.** English, Urdu, Arabic, Punjabi

**NATIONALITY PAKISTAN**

**DATE OF BIRTH 30-11-1993**