

UMAR IJAZ

Applicant for:

Pakistani ■ Born on 07/04/1992 ■ Jeddah ■ Saudi Arabia (Kingdom of Saudi Arabia) ■ umarijazcheema@gmail.com ■ +966 582683729 ■ Married ■ Male

Address: Al-Khumrah Jeddah

Objective:

To contribute to your organization as a Warehouse Management Professional utilizing my expertise in a staff training and development, shipping and receiving, inventory control, Quality Control, maintenance, customer relations, and business operations.

Education:

Punjab University - Pakistan

From, 2009 - To, 2011

Bachelor Degree

Govt. College Grw. - Pakistan

From, 2009 – To, 2010

Computer Courses(CIT)

My degree in History has enabled me to expend good organizational skills, an analytical/logical approach to tasks and the ability to work under pressure. I am able to work well both on my own initiative and as part of a team.

Experience:

Saudi Bin Ladin Group – Civil Site Surveyor

Working on (Makkah) Haram Extension project as a site surveyor.

Using different surveying instrument as per the site requirement.

Attieh Steel Ltd Co. Jeddah - Shipment Supervisor

2014 – up to Present

Preparing the delivery schedule, Issuance Official Invoice in Oracle System, Arranging the delivery status, Knowledge of Armaor in partial delivery note.

Very Good Experience in supervising / handling the multi order preparations simultaneously.

Finalizing the tasks on time as per the schedule.

Measure and report the effectiveness of warehousing activities and employees performance.

Organize and maintain inventory and storage area.

Ensure shipments' and inventory transactions' accuracy.

3PL contracts with cheapest rates against all over the KSA to reduce transportation costs from 3rd party Trans.

Language Skills:

English, Urdu, Hindi, Arabic

Technical Skills:

Proficient in Microsoft Office Suite: Advance Excel • Word • Power point • Outlook • Adobe Acrobat • Oracle

Soft Skill:

Communication in English, Teamwork, Initiative, Problem solving.

Personal Skill:

Iqama status is valid & transferable too having driving license (KSA). Positive Attitude and Quick Learner Good interpersonal skills Strong Relationship management skill Excellent Ability to work under stress Good communication services.

Therefore, I hereby conclude that all information written above is true and correct to the best of my Knowledge.

