



RAKIB HOSSAIN

Job intention: Warehouse Assistant



PROFILE:-

A multi-skilled, hardworking and efficient Warehouse Assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities., Able to follow standard operating procedures and work in a methodical and tidy manner. Possess a comprehensive understanding of material and stock management.



CONTACT ME:-



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Jabel Ali, Parco. (DUBAI, UAE)



EDUCATIONAL:-

Higher Secondary Certificate (H.S.C)

Dhaka State Board.

Dhaka, Bangladesh.

LANGUAGE:-

- ❖ English, Hindi
- ❖ Urdu, Bangla

SKILLS:-

- ❖ Proficient in basic use of compute
- ❖ MS Office Suite, (WPS)
- ❖ Teamwork
- ❖ Equipment maintenance
- ❖ Inventory Control
- ❖ Documentation Skills



PROFESSIONAL EXPERIENCE:-

07/2021 – Present (Dubai, UAE)

Warehouse Assistant

Sinotrans Middle East FZE

- ❖ Assist with receiving, unloading, counting and stocking physical inventory in the warehouse.
- ❖ Open boxes, crates and other containers.
- ❖ Ensure orders are processed efficiently and that the delivery of materials meets customers' expectations and business timelines.
- ❖ Pick items according to the Order form.
- ❖ Inspect items to ensure they're not damaged or faulty and adjust inventory accordingly.
- ❖ Pack item according to specified packing guidelines.
- ❖ Ship and fulfil customer orders in Inventory system, inputting appropriate tracking numbers and links.
- ❖ Maintain safe and clean work environment by keeping shelves, inventory space and work stations neat; sweep and vacuum.
- ❖ Organize warehouse and work area for orderliness at all times Wear the proper safety equipment.
- ❖ Order new supplies in a timely manner, including pre-paid shipping packaging, stationary, tissue paper, boxes, etc.
- ❖ Train and guide new warehouse workers

Previous Experience, Bangladesh

Computer Operator and office Boy

The Olives Residence plus Suite,(2 Years)

Dhaka, Bangladesh.

DECLARATION:

I hereby declare that the above information is correct to the best of my knowledge.