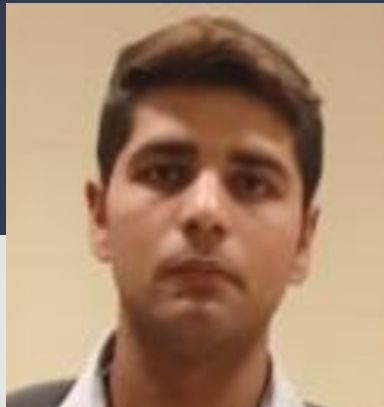


IBTSAM ABID

WAREHOUSE OFFICER



PROFILE

I am a highly motivated and detail-oriented Data entry officer with 2 years of experience in warehouse industry. Skilled in Inventory management , I have a proven track record of achievements. Passionate about Inventory control and optimization, I am seeking an opportunity to leverage my expertise at warehouse to contribute to its success. I have the experience of two well business companies.

WORK EXPERIENCE

Leopards Courier Services

Office assistant

MAR 2024 – FEB 2025

- Efficient Shipment Coordination
 - Tracking incoming and outgoing parcels to ensure timely delivery.
 - Communicating with couriers and logistics teams to avoid delays.
- Customer Service Excellence
 - Handling customer inquiries regarding parcel status, delivery schedules, and complaints.
 - Assisting clients in filling out shipment forms accurately.
- Data Management & Documentation
 - Maintaining records of shipments, invoices, and customer details.
 - Updating tracking systems with real-time parcel movement.
- Financial Handling & Billing
 - Managing cash transactions and preparing daily financial reports.
 - Generating invoices and ensuring accurate billing for customers.
- Inventory & Office Supplies Management
 - Keeping track of packaging materials like boxes, tapes, and labels.
 - Ensuring office supplies are stocked for smooth daily operations.
- Communication & Coordination
 - Liaising with delivery personnel, warehouse staff, and customers.
 - Notifying customers about failed deliveries or changes in shipping schedules.
- Compliance & Security Checks
 - Ensuring that all packages comply with courier regulation and safety guidelines.
 - Verifying sender and recipient details to prevent fraud .
- Problem-Solving & Crisis Management
 - Handling lost or misplaced parcels by coordinating with relevant departments.
 - Quickly addressing customer complaints to maintain service quality.

CONTACT

054 2542117

ib30sam@gmail.com

St-12 back side of Main
Gee restaurant, Al Quoz
3, Dubai ,UAE

Passport & Visa

Passport Info

Valid till : Jul 2024 - Jul 2029
Passport Number : NS1073152
Booklet Number : M0259919

Visa info

Visa duration : 2 Years
Visa status : Employed Visa

LANGUAGES

- English
- Urdu
- Punjabi

Fabric Store Officer & Data Entry Officer

- 1.stock Optimization:
 - Monitor fabric usage and minimize waste by implementing efficient inventory control techniques.
- 1.Record Keeping:
 - Maintain detailed logs of fabric movement, including receipts, issuance, and returns.
- 1.FIFO & Stock Rotation:
 - Implement the First-In, First-Out (FIFO) method to ensure fabric is used systematically and avoid dead stock.
- 1.Audit Preparation:
 - Ensure records and stock levels are audit-ready at all times.
- 2.Accurate Data Entry:
 - Input production data, fabric stock details, and sales records with 100% accuracy.
- 1.Database Management:
 - Maintain and update digital records of textile inventory, orders, and customer details.
- 1.Error Checking:
 - Identify and correct any discrepancies in data to maintain records.
- 2.Generating Reports:
 - Prepare daily, weekly, and monthly reports on inventory, sales, and production performance.
- 1.Coordination with Teams:
 - Work closely with procurement, production, and sales teams to ensure real-time data updates.
- 1.Use of ERP Software:
 - Handle Enterprise Resource Planning (ERP) or inventory management software to streamline operations.
- 1.Document Management:
 - Organize and archive invoices, purchase orders, and other important documents.

SKILLS

- MS Word
- MS Excel
- MS Power Point
- Outlook
- ERP
- Extreme Software
- Problem Solving
- Speed and Accuracy
- Attention to Detail
- Proficiency in Software
- Data Validation & Cleaning

EDUCATION

INTERMEDIATE (Computer,Mathematics & statistics) [2017 - 2019]
Govt Postgraduate College Jaranwala,
Faisalabad, Pakistan.

MATRICALTION [2015 - 2017]
Center Of Excellence Govt high school
Jaranwala Faisalabad Pakistan