

AMIR FARID

CAREER OBJECTIVE:

I am an organized, efficient and hard-working person, and I am willing to discover and accept new ideas which can be put into practice effectively. I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet objectives.

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PROFESSIONAL EXPERIENCES:

Warehouse Officer – Operation.

May, 2024 – Present

Imtiaz Group (SMC-Private) Limited Mega Warehouse.

Responsibilities:

- Responsible of managing and follow all the processes involved in warehouse Operations (Receiving, Picking and Dispatches).
- Leading the department team to deliver maximum picklist w.r.t dispatch for maximum fulfillment to 4 Mega retail store.
- Monitoring proper loading of dispatch stock
- Managing FEFO and FIFO to control the stock from expiring. All Dispatches according to FIFO & LIFO and through 100% PDA device.
- Conducting inventory audit (Inventory report analysis, Cyclic count) To identify accuracy of Bin location.
- Managing training and mentoring picker and loader to work in team
- GRN (good receiving note), Bin to Bin movements and Put away of stock to Bins.
- Hands on grip on MM (Materiel management), WMS (Warehouse management system) And (PP) Production Planning
- All dispatches stock provided to the BU's as per systemically documents.
- Warehouse management, inbound and outbound activity.
- Ensures that all shipments are received in good, undamaged condition.
- Assists with loading and unloading trucks, using forklift and electric pallet jacks.

Data Entry Officer / Inventory Officer.

Nov, 2021 – April, 2024

Imtiaz Group (SMC-Private) Limited Mega Warehouse.

Responsibilities:

- Sharing warehouse stock position on daily basis with warehouse and Store teams
- Conducting audit on daily basis for identifying inventory discrepancies.
- Getting excess inventory adjusted through Head office to avoid expiries.
- Creating and sharing Warehouse service level reports with management.
- Identifying Out of stock SKU and sharing with procurement on daily basis.
- Looking over demand vs dispatch discrepancies.
- Manages inventory tracking system to record deliveries, shipments and stock levels.
- Monitoring and performing all activities on SAP S4 HANA.
- Daily weekly & monthly share expiry report to the Top Management level.
- Deal and train to junior staff and make more efficient to their role.
- Deal with more than top 35 vendor for receiving stock on daily based.
- Daily RTV Process.
- Compiling fast moving and slow-moving item report and all data compiling report and inform to procurement depart for next orders.
- Operating SAP S/4 HANA system for receiving and issuance of stock.
- Making Inventory transfer as per STO (Stock Transfer Order).
- Inventory transfer in -transit as per OBD (Out Bound Delivery).

Knowledge Process Outsourcing (KPO).

Jan, 2019 – Nov, 2021

Unilever Distribution.

Responsibilities:

- Responsible for handling customer queries, complaints and questions
- Manage dispatched time to delivered order on time.
- Coordinate with sales team and handle operational queries.
- Maintain customer wise orders.

- Prepare and share daily and monthly sales reports
- Computer multi sales Analysis.
- Responsible for handling the team members and also monitor the random calls on daily basis for error reduction and better performance.
- Responsible for coordinating with supervisors, team leaders and employees.
- Analytical skills for analyzing data and generating reports
- B2B ecommerce customer order process.

Data Entry Operator.

Sep, 2017 – Jan, 2019

Creative Solution.

Responsibilities:

- Entering customer and account data from source documents within time limits.
- Data entry on UK and USA base website.
- Compiling, verifying accuracy and sorting information to prepare source.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Ad posting, online data entry.

EDUCATIONAL CREDENTIALS:

DEGREE/CERTIFICATION	UNIVERSITY/INSTITUTE	YEAR
BA-Bachelors of Arts	Allama Iqbal University Islamabad	2019
DAE (CIT)	KPK Board	2017
Matric- Science	AJK Board	2014

PROFESSIONAL SKILLS:

• MS-Office (MS-Word, MS-Excel, MS-Power Point) • SAP S4 HANA • Inventory Management • E-Commerce • Receiving and Dispatch Operation	• Customer Service • Team work • Time Management • WMS (Warehouse Management System) • Communication
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PERSONAL PROFILE

- Father: Muhammad Farid Khan
- Date of Birth: 23/09/1996
- CNIC: 82101-1077357-7
- Nationality: Pakistani
- Marital Status: Married

REFERENCE:

To be furnished upon requested.

