

CURRICULUM VITAE



Arif Shah

Summary

WhatsApp Mobile: +923470925907

WhatsApp Mobile: +923425774045

E-mail:Shaharif021@gmail.com

Address: Kaghan house dara No 2 Muhalla
dara Jaffer shah District Mansehra KPK Pakistan.

I am Looking to improve my position in the work force, expand my knowledge and skills, I am also looking to establish long term employment in a friendly environment. My goal is to obtain a dynamic, challenging opportunity that contributes to the outstanding success of the business via 18 years stores, Logistics, Procurement & supply chain warehousing experience from various global in industries.

PERSONAL DETAIL

Name	ARIF SHAH
Date of Birth	11-Jan-1979
Place of Birth	Mansehra
Nationality	Pakistani
CNIC Number	13101-0839142-5
Passport Number	DW5141423
Passport Issue date	18-Oct-2019
Passport Expiry	16-Oct-2024
Current Location:	Basra, Iraq

Educational

1	Bachelor of (Arts)	University of Karachi	2014
2	Intermediate	Board of Intermediate Education Karachi	1997
3	Matric Science	Board of Secondary Education Karachi	1995

Current Position: Store In-charge/Accountant

Company: Saqr Al- Keetan Production Cement Company Basrah Iraq.

Notice period: Upto1 month

Preferred Locations: Doha, Kuwait City, Basra, UAE, Saudi Arabia & European Country

Salary Expectation: USD 1200 per month

Work Experience

Feb 2020-Present

**Saqr Al-Keetan for Cement
Production Cement Company
Store Incharge**

Basra, Iraq

Develop the necessary operational activities to meet and support departments' merchandising and inventory needs. Manage the stores operations and ensure achievement of agreed departmental requirements. Provide the planned stock requirements that is receiving over the next few Months taking into account current stock on hand, current stock on order and forecasted consumption. Provide inputs and relevant information (e.g. Maximum/minimum stock level, etc.). Issue written and oral instructions to Stores personnel regarding new Stores Section policies and procedures.

Nov-2015~Oct-2019

**Bestway Cement Company
Store Officer**

Hattar, Pakistan

Develop the necessary operational activities to meet and support departments' merchandising and inventory needs.
Manage the stores operations and ensure achievement of agreed departmental requirements.
Provide the planned stock requirements that is receiving over the next few months
Taking into account current stock on hand, current stock on order and forecasted consumption.
Provide inputs and relevant information (e.g. Maximum/minimum stock level, etc.)
to Issue written and oral instructions to Stores personnel regarding new stores Section policies and procedures.
Ensure optimum stock on premises and adequate stocks are available. Supervise the annual physical inventory committee.
Carry out random and scheduled checks on stores to ensure they adhere to standards.
Review monthly MIS performance reports. Coordinate these reports with the Commercial Manager.
Review defective/ wrong item(s) and request to arrange the returns.
Order, in coordination with the Head of Purchase, needed materials to meet the departments' requirements.
Monitor stores' budget and ensure compliance to such.
Manage all human resources activities for the stores personnel including staffing

Aug 2014 ~Jul 2015

**Herbion Pakistan (Pvt) Ltd.
Warehouse Officer**

Karachi, Pakistan

Periodic stock inventory checks and date checks of warehouse inventory and reporting of goods due for expiry to ensure the accuracy of system information and minimize the risk of inventory issues.
Co-ordination of all materials to ensure they are moved, stored and segregated correctly in the warehouse.
Coordinate transfers in and out of the warehouse, tracking all movements.
Make purchase requests and ensure flow of goods.
Receiving the goods after clearing, local purchase, demo returns.
Reporting goods to the Procurement & Logistics Department and filing the supporting documents.
Receiving the LPOs and arranging & filing schedule base.
Creating the Delivery note and Invoice as per LPO.
Ensure delivery schedule is maintained and promptly alert supervisors if a delay occurs or is likely.
Receiving the signed Delivery note and Invoices from Drivers.
Attending calls from Salespersons, Customers etc.
Daily follow up of sales department requests and follow up Receiving, checking new shipments from supplier and unloading of customers deliveries
Sales return and internal sales adjustment documents creation.
Physically checking of the item expiry and other condition of the goods against Quality Inspection Form.
Supporting stock arrangements and perpetual inventory checking.
Support documentation with finance department.
Attending all the urgent situations and meet the requirements.
Comply with the store instructions and apply SOP in the warehouse according to company policy.

JULY-2013 ~May-2014

**A.A Joyland (Pvt) Ltd
Store Manager**

Karachi, Pakistan

Develop business strategies to increase customers' pool, expand store traffic and optimize profitability complete store administration and ensure compliance with company policies and procedures.
Maintain excellent store condition and visual merchandising standards as per the Retail department SOP
Ensure that visual merchandising guidelines are adhered to and standards are maintained in the section(s) and provide inputs to the store visual merchandiser on the same.
Identifies current and future customer requirements by establishing rapport with potential and current customers.
Ensures availability of merchandise by maintaining inventories and communicating shortages to Regional Distribution Center.
Secures merchandise by implementing security systems and measures and inspect and ensure adjustment of damages as per the Standard Operating Procedure 'SOP's'.
Managing stock levels and making key decisions about stock control.
Touring the sales floor regularly and identifying and resolving staff and customer's issues and grievances.
Maintaining awareness of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring competitors' performance.

Oct-2008 ~August-2011

**Agility Logistics (Pvt) Ltd
Warehouse Team Leader**

Karachi, Pakistan

Responsible to oversee the warehouse staff activities and to ensure that all warehouse operations are being carried out with 100 % accuracy.
Responsible to ensure that the warehouse daily tasks are completed on time and relevant KPI are achieved.
Responsible to ensure all operators are operating safe and as per the SOP.
Coordinate the day to day activities and work program of the warehouse including accurately and safely receiving and storing materials, as well as picking, packing and scanning orders for pickup and delivery.
Optimize turnaround time of operational work processes by ensuring operational routes are planned effectively, thereby contributing to cost efficiency and productivity.
Ensure the warehouse and its equipment is operating efficiently through the monitoring of maintenance and repair issues that arise in the warehouse and ensure that warehouse management are informed on any issues.
Ensure the facility is kept safe, clean and neat by carrying out continuous safety checks and reporting discrepancies. Ensure the facility is secure and that security procedures are followed, and relevant documentation is completed in order to safeguard the company against loss and liabilities.
Maintain and ensure the implementation of SOP s to record the flow of stock in and out of the warehouse ensuring that the relevant WMS is appropriately updated in order to determine the status of stock levels for an order at any given time.
Monitor the performance of the relevant work team/s and assist with maintaining high quality service and operational standards through the support and training of team members as required.
Provide guidance and instructions to operators and Warehouse Assistants to deliver excellent performance at all times & ensure that all activities in the area of responsibility are compliant with the current legal and company specific regulations.

Jan-2005 ~July-2007

**Anna Industries (Pvt) Ltd
Store Coordinator/Manager**

Karachi, Pakistan

Updating the customers regarding the status of their shipments, e.g. estimated time of departure and the estimated time of arrival (sea shipments).
Coordinate between the customer and shipping company regarding bill of lading confirmation and other documents required. (Sea shipments).
Updating reports on a daily basis. Reports are delivery reports, trailer/container booking reports.
Prepare the M/R through our system and coordinate with the purchasing department regarding LPO preparation for the supplier.
Posting of provision of cost per Invoice through SAP.
Keeping in track all invoices and packing list returned by the supplier, following up if not yet received, and update to the accounts department.
Monthly Stock Audit in coordination with Finance and Warehouse Department.
Submitting reports every end of the month to the GM and Sales and Marketing Director which includes total delivery, total cost, average selling price and average cost for each client.
Keeping our files and record organize to easily locate documents for future references.

Nov-1998 ~June-2002

**Khyber Textile Mills (Pvt) Ltd
Office Assistant**

Haripur, Pakistan

Sorts and distributes incoming mail.
Arranges meetings by reserving rooms and managing refreshments.
Correspondence, meeting notes, and forms among other documents.
Photocopies, scans, and files appropriate documents.
Edits documents for accuracy.
Maintains accurate records and data entry.
Assists with organizing events when necessary.
Conducts research and compiles data, including supplier pre-qualifications.
Interacts with directors when necessary.
Assists in setting up new client accounts.
Covers reception upon occasion.
Answers customer questions and confirms customer orders.
Engages in educational opportunities as needed.
Performs additional duties when required, including drafting brochures and organizing the filing system.

Nov-1994 ~Nov-1996

Hussein Weaving & Mills (Pvt) Ltd
Store Keeper

Karachi, Pakistan

Receipt of incoming material from the suppliers and physical inspection to ensure the correct quality receipt in good condition as per delivery note/ packing list/ purchase order.

Give intimation to the concerned department about receipt of material and arrange quality inspection.

Ensure proper storage of all incoming materials.

Make entries in the ERP system for all incoming materials and calculate the landed cost.

Handling of logistic work for all domestic dispatches and export shipments.

Coordinate with Marketing & Production Dept. for loading the export containers.

Issue of materials and making proper entries in the ERP system.

Stock taking of inventory on regular basis to reconcile physical quantity and ERP system quantity. ➤ provide various statistical reports to the management whenever required.

Computer Software Application Operating Skills.

- WMS
- SAP
- ERP
- I-AXIOM CLOUD ERP
- M.S OFFICE ● OUT-LOOK

Professional Skills

- Working Professional Skills
- Communication
- Teamwork
- Problem Solving
- Leadership
- Perseverance and motivation
- Ability to work under pressure ● Confidence

Stores/Warehouses handling Experience

- Cement Manufacturing Plant spare parts Stores.
- Cement Manufacturing Grinding Plant spare parts Stores.
- Textile/Industrial spare parts Stores.
- Entertainments Parks/Rides Spare Parts Stores.
- Medicine Logistics Warehouse for Finished Goods Delivery. ● Logistics 3PL Operational Warehouse.

National Occupational Classification (NOC)

NOC	Title	Skill Level or Type
1215	Supervisors, supply chain, tracking and scheduling coordination occupations	B
1521	Shipper & Receiver	C
1522	Store Keepers & parts persons	C
6622	Store Shelf Stockers Clerks & Order Filler	D

Hobbies

- Making or listening to music
- Gaming
- Traveling
- Nature