

# MD EBNA JUBAYER SHEIKH SADI

## Warehouse Professional

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 Mirpur-2, High School Road.  in LinkedIn Profile



## Summary

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I am an efficient and reliable warehouse professional with three years of hands-on experience in inventory management, packing, and logistics operations. Proven ability to maintain organized workspaces, ensure order accuracy, and support high-volume distribution workflows. Skilled in receiving, labeling, and dispatching goods while adhering to safety and quality standards. Consistently met tight deadlines while maintaining high standards of accuracy, efficiency, and safety in fast-paced warehouse environments. Proven ability to adapt quickly, stay organized, and contribute to smooth operational flow under pressure.

## Experience

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### Warehouse Operations Assistant, Meghna Group Of Industries

06/2023 – Current

Mirpur-2, High  
School Road

- Supported daily logistics activities, including receiving, sorting, packing, and dispatching goods, ensuring high efficiency.
- Maintained accurate inventory records and upheld high efficiency standards across the workflow.
- Operated basic equipment for material handling, reported discrepancies, and assisted with quality control checks to ensure 99% order accuracy.
- Played a key role in enhancing warehouse productivity and streamlining logistics operations.

### Packing & Inventory Specialist, Shopno Supar Shop

01/2022 – 05/2023

- Responsible for preparing, labeling, and securely packing goods for shipment while maintaining accurate inventory records.
- Organized storage areas, conducted regular inventory counts, and assisted with inbound and outbound logistics.
- Collaborated with team members to streamline packing workflows and reduce errors, contributing to improved order accuracy.

## Education

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### Higher Secondary School (HSC),

2024

Shohid Bul Bul Government College, Pabna

GPA: 4.50/5

### Secondary School Certificate (SSC),

2022

Alhaz Textile Mils High School, Pabna

GPA: 4.71/5

## Skills

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### Warehouse & Logistics Skills

- Inventory Management & Stock Rotation
- Warehouse Organization & Cleanliness
- Load Optimization & Safety Compliance

### Professional & Transferable Skills

- Adaptability in Dynamic Environments
- Barcode Scanning & Labeling
- Basic Computer Literacy (Email, MS Word, etc.)

## Awards & Certifications

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### Warehouse Safety & Handling Certificate, Meghna Group

01/12/2022

- Trained in safe lifting, equipment use, and emergency protocols.

### Best Packing Accuracy Award, Meghna Group

01/12/2021

- Recognized for maintaining 99.8% order accuracy over 6 months in outbound logistics.

### Inventory Excellence Recognition, Shopno Supar Shop

01/12/2020

- Awarded for streamlining stock rotation and reducing inventory discrepancies by 30%.