

HOUDA ASGHAR KHAN

WAREHOUSE MANAGER

Contact

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Address: Dubai, U.A.E

Resume Objective

I am a dedicated professional with a passion for creating efficient and people-focused workplaces. With experience in both human resources and warehouse management, I thrive in bridging operational excellence with team empowerment. My goal is to contribute to an organization by optimizing warehouse operations, streamlining HR processes, and fostering a positive work environment that encourages growth, productivity, and employee satisfaction.

Technical Skills

Inventory Management

Warehouse Management
System

Logistic Coordination

Budgeting & Cost

Supply Chain Optimization

Planning

Communication

Adaptability Collaboration

Work Experience

Warehouse Manager

Golden Bakery & Sweets L.L.C, RAK, U.A.E - February, 2022 – Till date

- Led all aspects of warehouse operations, ensuring seamless handling of goods and timely deliveries to meet production and sales demands.
- Reduced inventory discrepancies by 15% through regular stock audits and improved inventory control systems.
- Supervised, trained, and evaluated a team of 10+ warehouse staff, fostering a culture of collaboration and efficiency that improved workflow productivity by 20%.
- Collaborated with production, sales, and logistics teams to align warehouse operations with business goals, ensuring on-time order fulfillment.
- Managed vendor and supplier relationships, ensuring timely deliveries and maintaining high-quality standards.
- Implemented and enforced health, safety, and food hygiene protocols, achieving 100% compliance during internal and external audits.
- Developed and managed warehouse budgets, reducing operational costs by 10% through strategic planning and cost-control measures.
- Analysed warehouse performance metrics and implemented process improvements, increasing overall efficiency by 25%.
- Maintained a clean, organized, and hazard-free working environment, ensuring compliance with safety regulations.

Warehouse Supervisor

Golden Bakery & Sweets L.L.C, RAK, U.A.E - October, 2019 – January, 2022

- Executed daily warehouse operations, including receiving, storage, and dispatch of bakery products, ensuring smooth workflows.
- Ensured proper handling and storage of perishable goods, maintaining high standards of quality assurance and compliance with food safety regulations.
- Assisted in monitoring inventory levels and supported restocking processes to meet production and sales demands.
- Assigned tasks and provided guidance to warehouse staff, ensuring productivity and teamwork.
- Conducted routine inspections to ensure adherence to food safety and hygiene standards.
- Supported production and sales teams in meeting delivery schedules and fulfilling customer orders.
- Maintained accurate records of inventory and shipment documentation, ensuring transparency and accountability.

Personal Skills

Approachable

Interpersonal Skills

Prioritise & multitask

Flexible

Self-motivation

Creativity

Education

Masters of Business Administration in Human Resources Management

Jaipur National University,

B.Sc in Human Resources Management

Cyprus Institute of Marketing,
Nicosia, Cyprus

Personal Details

Date of Birth: 1st Aug, 1988

Marital Status: Married

Nationality: Pakistan

Visa: Husband's Sponsorship

Valid U.A.E driving license

Warehouse Officer

Synergy Power Equipment Trading LLC, Dubai, U.A.E, April, 2017 – August, 2019

- Supervised daily warehouse operations, ensuring smooth workflows and efficient handling of generators and power equipment.
- Oversaw receipt, inspection, and storage of incoming shipments, maintaining accurate inventory records.
- Monitored stock levels and reordered supplies to meet operational demands and prevent shortages.
- Implemented inventory control systems to improve accuracy and streamline stock management.
- Ensured compliance with health, safety, and regulatory standards, maintaining a safe work environment.
- Worked with sales and service teams to fulfil orders and meet customer expectations.
- Prepared reports on inventory status and warehouse performance to support process improvements.

Warehouse Coordinator

Synergy Power Equipment Trading LLC, Dubai, U.A.E, May, 2015 – March, 2017

- Receive, inspect, and store incoming generator and power equipment shipments.
- Maintain accurate inventory records using warehouse management systems (WMS).
- Coordinate the dispatch of goods to customers or service centres.
- Ensure proper storage and handling of sensitive and heavy equipment.
- Conduct routine stock checks to monitor inventory levels.
- Collaborate with logistics teams to schedule deliveries and optimize workflows.
- Prepare and maintain shipment documentation, including invoices and delivery notes.
- Maintain a clean and organized warehouse environment.
- Adhere to safety protocols for handling equipment and heavy machinery.
- Assisted with daily warehouse operations, ensuring smooth workflow.

Human Resources Officer

SIDDCO Group L.L.C, Dubai, U.A.E - July, 2012 – April, 2015

- Dealing with enquiries and provide general information to job applicants regarding HR procedures.
- Preparing and issuing employment contracts to new employees.
- Entering and maintaining new employee records accurately in HR database.
- Organising induction and training for new staff.
- Setting up and maintaining employee's personnel files, and updating both manual and electronic personnel records when an employee's personal details change.
- Compiling the following data about employees: payroll – such as hours worked, taxes, pension contributions and also timesheets.
- Involved in the performance review of staff.
- Preparing final settlement when a member of staff leaves employment.
- Assisting with the recruitment and selection process.
- Managing employees' sickness records and paperwork.
- Preparing and attending exit interviews.
- Extended Support as a **Warehouse Coordinator** (Due to Staff Shortage)
- Conducted stock checks and maintained accurate inventory records to prevent discrepancies.
- Collaborated with logistics teams to ensure timely deliveries and optimized warehouse workflows.

Customer Service Executive

Etisalat Rewards Program

Etisalat Telecommunications

Ajman, U.A.E – July 2008 – May 2012