



ARIF SHAH

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Kaghan house Dara # 02 Muhalla Dara Jaffer shah District Mansehra-
Province-khyber Pakhtunkhwa- Country: Pakistan.

Summary

As Store Management successful keeping employees focused on performing well with hands-on management of day-to-day activities and special projects. I am Looking to establish long term employment in a friendly environment & improve my position in the work force, and expand my knowledge and skills, for company development.

Personal Bio-Data-I

- Date of Birth: 11th-Jan-1979
- National Identity Card : 13101-0839142-5
- Nationality: Pakistani
- District/City: Mansehra
- Gender: Male
- Marital Status: Married

Personal Bio-Data-II

- Passport No: DW5141423
- Passport Issue date: 18-Oct-2019
- Passport Expiry date : 16-Oct-2024
- Domicile: Mansehra
- Zip/Postal code: 21310
- Country: Pakistan

Education

- University Karachi (Bachelor Degree Faculty of Arts) Years 01/2012 to 09/09/2014
- Board of Intermediate Education Karachi (Higher Secondary Certificate) Humanities Group Year-1997
- Board of Secondary Education Karachi (Science Group) Year-1994

Experience History

• Store Officer (Saqr Al Keetan Falcon Iraqi Cement Company) Basra-Iraq.

Operate System application: I-Axion Cloud ERP (02nd -Feb-2020 to Still Working).

Job Description:

- Develop the necessary of Stores operational activities to meet and support departments, merchandising and inventory needs as per Purchase request.
- Ensure optimum stock on premises and adequate stocks are available in Stores department & Supervise the monthly & annual physical stock inventory & audit committee.
- Responsible to supervise the store material safely inter in store Inventory System and stock store in given Location & Preparation of Purchase Indent/PR, Purchase Order, Goods Receipts Note.

• Store Officer (Bestway Cement Company) Hattar-Pakistan.

Operate System application: ERP. (30th Nov-2015 to 30th Oct-2019).

Job Description:

- Planned & Provide Store 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.
- Ensure optimum stock on premises and adequate stocks are available. Review defective/ wrong item(s) and request to arrange the returns.

Experience History

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

Operate System application: ERP & SAP (04th - August-2014 to 06th-June-2015).

Job Description:

- 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.
- 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.
- Responsible to supervise the warehouse material safely enter in store Inventory System and stock store in given Location & Preparation of Purchase Indent/PR, Purchase Order, Goods Receipts Note.

- **Store Manager (A.A Joyland (Pvt) Ltd) Karachi-Pakistan.**

Operate System application: SAP. (03rd -July-2013 to 30th-May-2014).

Job Description:

- Complete store operational requirements by scheduling and assigning employees; following up on work results.
- Maintain store staff by recruiting, selecting, orienting and training employees.
- Maintain store staff job results by coaching, counseling and disciplining employees; planning, monitoring and appraising job results.
- Prepare annual budget; schedule expenditures; analyze variances; initiate corrective actions.
- Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Ensure availability of merchandise and services by approving contracts; maintaining inventories.

- **Warehouse Team Leader (Agility Logistics (Pvt) Ltd) Karachi-Pakistan.**

Operate System application: WMS. (25th Oct-2008 to 20th August-2011).

Job Description:

- Receives pre-alerts/ ASN documents for inbound shipments, organizes and checks the import shipment documents while co-ordinating with the shipping line/agents, and informing the warehouse operations team in a timely manner to ensure the effective allocation of warehouse space.
- Follows up for timely clearances, and co-ordinate with Trucking division to ensure cargo is received in warehouse as per schedule.
- Receives confirmed put away sheets from the operations, close the ASN in WMS. Share the RCR to the customer after updating the system accurately.
- Monitor and ensure ASN receiving and put away is completed within agreed KPI timelines Outbound.
- Review the Shipping orders, generates pick sheets for outbound shipments; ensures that the correct items are picked and packed as per customer requirements and category of goods and that the pick list is verified by the Warehouse Operations responsible person.

- **Store Coordinator (Amna Industries (Pvt) Ltd) Karachi-Pakistan.**

Operate System application: M.S Office & Outlook. (03rd -Jan-2005 to 04th July-2007).

- **Office Assistant (Khyber Textile Mills(Pvt) Ltd) Haripur-Pakistan.**

Operate System application: M.S Office & Outlook. (12th Nov-1998 to 12th June-2002).

- **Store Clerk (Hussein Weaving & Finishing Mills(Pvt) Ltd) Karachi-Pakistan.**

Manual Entries Bin-Card: Manual Entries on Items History Card. (01st Nov-1994 to 14th Nov-1996).

Professional Skills

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

System Software's Skills

- WMS
- SAP
- ERP
- I-Axion Cloud ERP
- Oracle

Type of Store Handles

- Cement Manufacturing Stores
- Textile/Industries Stores
- Entertainments Parks Technical Store
- Medicine Logistics Warehouse
- 3PL Warehouse (Finished Good)

Interested Post

- Store Manager
- Store Supervisor
- Warehouse Manager
- Warehouse Supervisor
- WMS System Application User
- ERP System Application User
- SAP System Application User

Certificates Course/Training

- M.S Word & M.S Excel
- Casualty
- Fire Fighting

NOC Skill Level

NOC	Title	Skilled Level
1215	Supervisor Supply chain	B
1521	Shipper & Receiver	C
1522	Store Keeper/Parts Clerks	C
6622	Store Shelf Stockers Clerks	D

Language

- English
- Urdu
- Punjabi
- Hinko
- Pushto

Hobbies

- Traveling
- Historical Place
- Internet
- Cricket
- Book Studies

Reference (1) :

- **Mr. Syed Usman Shah Kazmi (Professor)**
- Comsats University Islamabad-Pakistan
- email: syedusmanshahkazmi@gmail.com
- Phone +9251-9247000
- Cell: +92 (333)9183234

Reference (2) :

- **Mr. Shakeel Hussain (H.R & Admin).**
- Saqr Al Keetan Cement Company Basra-Iraq
- email: shakeel.hussain@saqralkeetan.com
- Phone +964-7801003055
- Cell +964 (781) 1878205

Interested Country:

- Canada Provinces
- UK Country Scotland
- Kuwait
- New Zeland
- Poland Provinces
- UAE All State
- **All European Country**

Current & Salary Expected

- Current Salary: 1000 USD/month
- Expected Salary Range 1500~2500 USD/month

Remarks:

- Required Sponsorship Visa, Work Visa and Contract agreement extendable & Job Type: Full Time.
- Interview will be held on my above watts-app Mobile No: +92 (347)0925907
- Send email for correspondence purpose, you can send me offer letter & other document on my email.

Regards,

Arif Shah