



Muhammad Bilal

Warehouse | Logistics Assistant & Storekeeper

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- Pakistan Married Pakistan
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Professional Summary

Motivated and results-driven professional with over 7 years of experience across sales, warehouse operations, and document control. Proven ability to drive revenue growth, manage inventory processes, and ensure documentation compliance. Strong interpersonal skills and a problem-solving mindset, with hands-on expertise in Microsoft Dynamics NAV and WMS (PALMS). Seeking a challenging role in the Gulf region to contribute to organizational efficiency and success.

Work Experience

- | | |
|---|---------------------------------|
| Warehouse & Logistics Assistant / Storekeeper
<i>Al Tayer Insignia LLC</i> | 03/2019 – 01/2020
Dubai, UAE |
| <ul style="list-style-type: none">• Coordinated the daily receipt, labeling, and dispatch of merchandise to retail outlets.• Maintained real-time inventory records using Microsoft Dynamics NAV.• Assisted in physical stock audits and reconciliations to ensure data accuracy.• Supported logistics coordination for inter-store transfers and bulk shipments.• Ensured safe stacking and organized storage using WMS and compliance procedures. | |
| Sales Executive
<i>MASS COMMUNI (ETISALAT Partner)</i> | 05/2018 – 01/2019
Dubai, UAE |
| <ul style="list-style-type: none">• Developed and maintained relationships with prospective clients to drive sales for Etisalat services.• Conducted industry research and competitive analysis to identify new sales opportunities.• Delivered customized solutions based on client needs and feedback.• Contributed to team targets and maintained high client satisfaction levels. | |
| Warehouse & Logistics Assistant / Storekeeper
<i>Homes R Us, Lals Group</i> | 12/2016 – 03/2018
Dubai, UAE |
| <ul style="list-style-type: none">• Managed inventory receiving and dispatch operations with minimal delays.• Collaborated with drivers and dispatch team to arrange timely deliveries.• Maintained proper storage of items and optimized shelf layout.• Prepared packaging labels, stock documents, and restocking reports in Excel.• Participated in warehouse cleaning, safety checks, and loss prevention routines. | |

Document Controller

01/2015 – 09/2016

Ajmer Electric Engineering Work Pvt Ltd

Pakistan

- Maintained and retrieved critical project documents and spreadsheets.
- Trained junior staff in document handling and retention procedures.
- Supported quality control through accurate validation of test reports.
- Managed file migration, disaster recovery documentation, and data integrity.

Salesman

03/2013 – 12/2014

ZONG Telecom

Pakistan

- Promoted telecom products and achieved monthly sales targets.
- Conducted customer outreach through booths and promotional stands.
- Provided after-sales support and handled consumer inquiries effectively.

Education**Bachelor of Science (Statistics)**

2013

University of Sindh

Jamshoro, Pakistan

Technical Skills

Microsoft Office (Excel, Word, Outlook)

Microsoft Dynamics NAV (ERP)

Warehouse Management System (PALMS)

Inventory Processing & Documentation

WhatsApp Business (Vendor & Dispatch Coordination)

PDF/Scanner Use for Records

Languages**English**

Fluent

Urdu

Native

Hindi

Conversational

Certifications & Training**Certificate in MS Office**

2015

Certificate in AC Technician

2015

Certificate in PHP

2015

English Language Course**From Aptech Institute****Hyderabad****Key Skills****Sales & Customer Relationship Management****Warehouse & Inventory Control****ERP Data Entry & Record Management****Logistics Support & Dispatching****Attention to Detail & Time Management****Team Collaboration & Problem Solving**