



Muhammad Bilal

Warehouse | Logistics Assistant & Storekeeper



bilalarain@ymail.com



+923315812339



Pakistan



Married



Pakistan



linkedin.com/in/muhammad-bilal-37b612151



Passport No: AV3704763

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

Al Tayer Insignia LLC

03/2019 – 01/2020

Dubai, UAE

- 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

MASS COMMUNI (ETISALAT Partner)

05/2018 – 01/2019

Dubai, UAE

- 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

Homes R Us, Lals Group

12/2016 – 03/2018

Dubai, UAE

- 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	Urdu	Hindi
Fluent	Native	Conversational

Certifications & Training

Certificate in MS Office 2015	Certificate in AC Technician 2015	Certificate in PHP 2015
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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