



SHAHED ALI

WAREHOUSE

ASSISTANT

CONTACT



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Deira Dubai Al Rigga

SKILLS

- Order Picking
- Warehouse Operations
- Loading and Unloading
- Put Away
- Customer Service
- Computer Skills
- packaging and labeling
- Inventory Management

LANGUAGES

- English

Advanced

CAREER OBJECTIVE

EXPERIENCED WAREHOUSE ASSISTANT WITH A PROVEN TRACK RECORD OF MANAGING STOCK LEVELS, OPTIMIZING INVENTORY, AND REDUCING COSTS. ADEPT AT EFFICIENTLY MANAGING AND DISTRIBUTING GOODS, ENSURING COMPLIANCE WITH SAFETY REGULATIONS, AND DELIVERING SUPERIOR CUSTOMER SERVICE. POSSESS EXCELLENT PROBLEM-SOLVING SKILLS AND ORGANIZATIONAL APTITUDE.

EXPERIENCE

October 2020 - Present

Warehouse Assistant

ILG International Luxury Group, Dubai, South Jebel Ali Free zone.

- Order picking and packing for processing and dispatching.
- Checking incoming shipments and placing them into bins.
- General warehousing functions and put-aways.
- Load and unload items using material handling equipment.
- Warehouse stock take and bin movements and prepare the packing list.
- Labeling and packing the items into the correct cartons or boxes.
- Sort goods for distribution in the designated area and place orders on the pallets or shelves.
- Utilized a mobile scanner device to track shipments and ensure the accuracy of order fulfillment.
- Making sure the products are in good condition and having Qc done before dispatching the shipment.

May 2016 - April 2018

Customer Service Representative

Adroit Neo Tech Solutions, Hyderabad

- **Hindi Native**

- Maintained a high level of professionalism when dealing with difficult customers.
- Handled customer complaints and inquiries in a courteous and efficient manner.
- Provided exceptional customer service to ensure customer satisfaction.
- Greeted customers by name and displayed a respectful attitude, helping develop rapport with the customer base and build lasting relationships.
- Made appropriate account corrections to resolve customer problems.

EDUCATION

April 2016

Bachelor of Commerce in Computers
Osmania University, India

REFERENCES

References available upon request