

# Anzal Shahzad

Warehouse Assistant

**Email:** anzalshahzad02@gmail.com  
**Location:** Dubai, Jabel Ali Free Zone

**Phone:** 0567602162

## Objective

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Highly organized and safety-conscious Warehouse Assistant with 2 years of experience in warehouse operations. Skilled in inventory management, order picking, packing, and barcode scanning. Committed to maintaining accuracy.

## Skills

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- WMS
- Receiving & Shipping
- Packing & Labeling
- Barcode Scanning
- Scanner Operation
- Pallet Jack Operation
- Data Entry Accuracy

## Languages

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- English
- Urdu

## Work Experience

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### Sinotrans Middle East, Dubai

July 2023 – Present

Warehouse Assistant

- Received and processed incoming stock and materials efficiently.
- Picked and filled orders accurately for shipment.
- Managed packing and shipping tasks to meet tight deadlines.
- Operated warehouse equipment including pallet jacks.
- Maintained accurate records of inventory, shipments, and receipts.
- Organized employee records to enhance operational efficiency.

### Vivify Intl.

Feb 2022 – May 2023

HR Manager Assistant

- Supported hiring of new staff.
- Organized and maintained employee records.
- Monitored attendance and handled HR documentation.
- Performed various administrative and multitasking responsibilities.

## Education

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Intermediate (2017–2019)

Grade: B

Matric (2015–2017)

Grade: B