



# MUHAMMAD AMEEN FARAZ

Warehouse Assistant Manager

## My strengths:

- Friendly, outgoing person adapts easily to various situations. Open to learn new skills and willing to work long hours, as required. Good communication and interpersonal skills. Good sense of humor. Able to work under own initiative. Enjoy problem solving and taking challenges. Sets high standards for self and staff. Takes pride in providing a high level of service.
- Driven Store Manager skilled in providing creative solutions to customer complaints. Trains retail associates on sales techniques and crisis management.
- Skilled in planning and operations management. Background running successful business operations with knowledge of budgeting, staffing and marketing. Accomplished in driving customer and revenue growth with proactive strategies and daily management.
- Dedicated professional highly skilled in transportation flow management. Talented individual offering dynamic skills in import and export laws and strategic initiatives.
- Accomplished Assistant Manager with in-depth experience consistently rising through ranks. Well-versed in sales, personnel management, accounting and inventory management. Dedicated to complete knowledge of company products and services for optimized customer service.
- Focused Assistant Store Manager known for creating stunning merchandise displays and improving revenue for location. Offering exemplary writing and oral communication skills. Experience in diverse retail environments.

## Work History

2024-07 -  
Current

### Assistant Store Manager

*Alfanar Construction & Projects, Umluj, Saudi Arabia*

- Managed cash registers efficiently, ensuring accurate transactions, balancing drawers daily, and minimizing discrepancies.
- Managed opening and closing procedures and recommended changes to enhance efficiency

## Contact

### Address

Jeddah, Mecca Region  
75211

### Phone

0559072561

### E-mail

CHAMEEN109@gmail.com

### Permit

2392178774

### WWW

[Bold Profile](#)

### LinkedIn

<https://www.linkedin.com/in/muhammad-amin-faraz-b5>

## Skills

Operating system:  
Stock management  
Customer relations  
Business development  
Store operations  
Team management  
Inventory control  
Problem-solving  
Loss prevention  
Department oversight  
Staff supervision  
Staff management  
Staff scheduling  
Time management  
Operations oversight  
Employee scheduling

- of daily activities.
- Responded to customer concerns, working with manager to significantly raise customer satisfaction ratings.
  - Analyzed customer feedback and implemented strategies to improve customer experience.
  - Enhanced store appearance for increased sales by maintaining cleanliness and implementing strategic merchandise displays.
  - Walked through store areas to identify and proactively resolve issues negatively impacting operations.
  - Assisted the Store Manager in analyzing sales data to identify trends and make informed decisions for improving overall store performance.
  - Provided support to store manager in budgeting processes, helping maintain financial stability for the business.
  - Mentored new employees on company policies, procedures, and best practices to ensure their success within the organization.
  - Interviewed, hired, and trained staff associates and equipped to comply with company policies and procedures.
  - Improved store operations by establishing clear communication channels between team members and implementing efficient scheduling practices.
  - Conducted regular performance evaluations of team members while providing constructive feedback resulting in enhanced productivity levels.
  - Verified inventory counts remained within monthly tolerance levels and compiled financial data in compliance with budget.
  - Implemented loss prevention tactics to deter thefts while maintaining a welcoming environment for all customers.
  - Developed and maintained strong relationships with vendors to facilitate timely product delivery.
  - Increased employee retention, training staff in effective customer service techniques and product knowledge.

Hiring and training  
Sales growth  
Stock rotations  
Shift scheduling  
Order management  
Team building and leadership  
Records maintenance

## Languages

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### Urdu, Punjabi:

English

Arabic

## Personal Details

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**Nationality:** PAKISTAN

## Software

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Oracle Cloud & SAP specialist

- Reported issues to higher management with great detail.
- Assisted in recruiting, hiring and training of team members.
- Updated and resolved incidents and managed accessorial charges objectively while maximizing profit.
- Implemented innovative programs to increase employee loyalty and reduce turnover.

2021-04 -  
2024-07

## **Warehouse Officer**

*AI GIHAZ HOLDING & CONTRACTING Co Riyadh  
SAUDI ARABIA, TURAIF, SAUDIARABIA*

- Replenished floor stock and processed deliveries promptly, maximising product availability for customers.
- Covered extra shifts and maintained flexible schedule to achieve store goals.
- Educated customers on product and service offerings, engaging in special offers and promotions to increase sales.
- Updated product labelling and promotional pricing.
- Facilitated smooth store operations, performing daily opening and closing functions, including stock counting, cleaning.
- To ensure proper storage of all incoming materials at designated place with proper labeling etc.
- To deliver materials to the allocated sites and divisions , as per official daily requests.
- To make monthly report (Stock Valuation Report & Consumption).
- Managed a team of warehouse employees, delegating tasks effectively to maintain smooth operations and high morale.
- Implemented loss prevention strategies by closely monitoring security measures, investigating incidents, and providing employee training on theft deterrence techniques.
- Conducted regular inventory audits to maintain accuracy in stock counts and prevent discrepancies or product loss.

2018-02 -  
2020-12

## **STOREKEEPER**

*VISION DEVELOPERS TRADING AND CONTRACTING,  
Jeddah, Mecca Region*

- Improved workflow efficiency by identifying and tackling shortfalls in existing receiving practices.
- Generated custom store Key Performance Indicators, automating reports with ClearPoint to better monitor performance.
- Ordered stock to guarantee optimised economic value in line with financial restrictions.
- Built customer rapport by identifying specific needs and making appropriate product recommendations.

**2017-01 -  
2018-01**

### **Store Supervisor**

*IBRAHEEM AL.QURASHI JEDDAH SAUDI ARABIA.Ltd",  
Jeddah, saudi Arabia*

- Trained team to upsell products and navigate POS systems.
- Drove customer retention by analysing feedback and KPI data.
- Managed stock levels to maximise sales opportunities.
- Led high-performing teams of staff to achieve sales targets.

**2015-07 -  
2016-07**

### **STOREKEEPER**

*JAZAA FOODS BY JUNAID JAMSHED INTERN, JEDDAH,  
SAUDI ARABIA*

- Improved workflow efficiency by identifying and tackling shortfalls in existing receiving practices.
- Generated custom store Key Performance Indicators, automating reports with ClearPoint to better monitor performance.
- Built customer rapport by identifying specific needs and making appropriate product recommendations.
- Strengthened stock taking processes through automation, reducing inventory discrepancies.
- Resolved complaints and product refunds with care and professionalism, maintaining customer satisfaction.
- Coached team to deliver top-quality customer service and uphold brand values.
- Implemented health and safety best practices to comply with regulations.

- Delivered training and appraisals to build staff performance.

2013-01 -  
2015-12

## **QC Inspector**

*TRG IBEX GLOBAL.CO PK, LAHORE, PAKISTAN*

- Prepared correct sample quantities for analysis.
- Maintained specification conformance through rigorous product testing.
- Kept databases updated with relevant technical documentation and reports.

## **Education**

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2014-01

### **Bachelor of Arts: ARTS**

*BAHAUDIN ZAKRIA UNIVERSITY - MULTAN*

2011-01 -  
2012-12

### **F.A: ARTS**

*Goverment Islamia College - Multan*

2009-01 -  
2010-12

### **MATRIC: COMPUTER SCIENCE**

*Misali Public High School - Lahore*

## **Additional Information**

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- To ensure proper storage of all incoming materials at designated place with proper labeling etc. To deliver materials to the allocated sites and divisions , as per official daily requests. To conduct appropriate housekeeping and upkeep of store premises as required and maintain work environment for all staff. To do International purchase entry . To fully aware with safety measures in store , stock verification and legal aspects of store. To keep some items under adequate temperature control place. To make monthly report (Stock Valuation Report & Consumption). To receipt of incoming material from the suppliers and physical inspection to ensure that correct quantity receipt in good condition as per the delivery/packing list/ purchase order. To make purchase requisition (job , stock , General& consumable) co-ordinate with management & suppliers for purchasing of materials. To stock taking of inventory on regular basis for fast moving items to reconcile physical stock with system, and timely inform to

procurement department. To supervise unloading of incoming materials and loading while dispatching the finished goods.

## Certifications

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**2015-01** Have Saudia Heavy Driving License.

**2014-01** [Oracle Specialist], [Pakistan EXPERTS] .

SAP Specialist

## Personal Information

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- Driving License: 2392178774
- Nationality: PAKISTAN

## Languages

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- ENGLISH
- ARABIC
- URDU
- PUNJABI