

FAISAL HAIDER  
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Pakistani

## **PROFESSIONAL SUMMARY**

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**Warehouse Operations:** Oversee daily warehouse operations, including inbound and outbound logistics, ensuring efficiency and accuracy in all processes. **Customs Clearance:** Manage and ensure the smooth execution of customs clearance processes, ensuring compliance with all regulatory requirements.

**Team Coordination:** Supervise and coach the warehouse team, ensuring they meet performance standards. Provide training and support to enhance team capabilities.

**Inventory Management:** Ensure accurate inventory counting and reconciliation, maintaining high accuracy in stock levels and managing hold stocks efficiently.

**Logistics & Import Export Coordination :-** Prepare export Material Packing List, Estimation of Export Container CBM . Examine of Import Material Supervision of Unloading the Import Container .Arrange transport and shipment of goods, coordinating with freight forwarders, shipping lines, and logistics providers .Track shipments and provide status updates to relevant departments to ensure timely delivery .

**Procurement Coordination :-**Coordinated procurement processes, including creating and managing purchase orders, tracking delivery schedules, and ensuring compliance with company policies. Maintained detailed procurement records and prepared regular reports for management, identifying trends and opportunities for cost savings.

## **WORK EXPERIENCE**

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**1).Store Officer:- ( March-Still )**

**Zhengmao New Material Company ( Construction Projects ) • Riydh Saudi Arabia Products**

**Category:-** Electrical Wires ,Cables , P.VC Conduits , Accessories , Plumbing Copper, Iron and PVC fitting, Sanitary ware, Building Material, Hand & Power Tools. Cutting Disc. Cleaning and Household Items

**2). Store and Logistic Officer:- ( Apr 2018 May 2024 )**

**Surrati Trading Co. ( FMCG & Perfumes ) • Makkah, Saudi Arabia**

**Products Category :-** Perfumes & Sprays , Body Spray, Incense Bakhoor, Room Freshener, Concentrate Fragrance Oils ( Attars ). Body and face Lotion. Talcum Power. Hydrosol Perfumery aromatic chemicals, Fragrance water. Food essences ,Vinegar, Molasses and all Kind of Perfumery Raw Material ( Outer Box, Inner Packing. Bottles , Collar .Caps, Spray Pump, Stickers & Cartons )

3).Store Officer:- ( Jul 2015 - Mar 2018 )

**Meshail Zahrani Est ( Wholesale General Order Supplier ) • Makkah, Saudi Arabia**

**Products Category:-** Electrical Wires ,Cables , P.VC Conduits , Accessories , Plumbing Copper, Iron and PVC fitting, Sanitary ware, Building Material, Hand & Power Tools. Cutting Disc. Cleaning and Household Items

4). Store Keeper:- ( Mar 2008 - Jun 2015 )

**Al Fanar Electrical Co. ( Wholesale Electrical Material Supplier) • Makkah, Saudi Arabia**

**Products Category:-** Electrical Building Wire. Power Cable Drums. Copper Bare wires, Distribution Boards, Circuits Breaker. Switches & Socket. Led Bulb, Led Spot Lights. Led Strips Lights Led Tube Roads. G.I Junctions Box

5). Purchase Officer :- ( Jul 2006 - Feb 2008 )

**Habib Rafiq Pvt. Ltd (Mega Construction Projects) • Lahore, Pakistan**

**Products Category :-** Gas Pipe line Fitting (Copper & G.I Elbow ,Tee. Coupling, M/F sockets, Union. S.S .Copper. G.I, Non Ferrous, Carbon Steel Gate Valves ,Ball Valves, Check Values ,Flanges Spiral & Ring Rubber Gaskets, compression Packing . Pressure Gauges , Flow switches , Solenoids & pneumatic Valves ,Relays & Contractor Nuts Bolts Screws Different kind Of Iron, G.I Girders Iron angle & Tube , SS Sheets. Aluminium Sheets G.I Sheets. Power Tools, Hands Tools

6). Store Officer( Oct 1998 - Mar 2004 )

**Shama Maint. Services Co ( Construction Projects ) Doha, Qatar**

**Products Category:-** Electrical Wires ,Cables , P.VC Conduits , Accessories , Plumbing Copper, Iron and PVC fitting, Sanitary ware, Building Material, Hand & Power Tools. Cutting Disc. Safety Shoes. Helmets. Cement. Sand. Iron. Aluminium and S.S Sheets. Plywood. Hardware Tiles. Marbles. Interlock. Blocks. Bitumen Material . Paints

## **EDUCATION**

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### **Fine Arts**

Government college Jhelum • Jhelum, Pakistan  
Diploma in Computer Programing

996 - Jun 1998

## **SKILLS**

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- Proficient with **SAP ERP, Microsoft Navision , Focus ERP, Venixo,**
- **English and Arabic** language skills – written and spoken.
- Supervisory and people management skills
- Planning and organizing skills
- Ability to work both as part of a team and independently, on own initiative
- Excellent organization and troubleshooting skills
- Decision making skills
- Ability to understand financial planning and budgeting processes
- Ability to drive and use lifting and stacking equipment **Diesel Forklift ,Reach Trucks**

