

FAISAL HAIDER

Riyadh Saudi Arabia | 00966593220893 | faisal.haider9842@yahoo.com |

PROFESSIONAL SUMMARY

Direct daily warehouse operations, ensuring efficient inbound and outbound logistics. Handle customs clearance, guaranteeing adherence to all regulatory standards. Lead and develop warehouse teams to achieve performance goals. Manage logistics and procurement activities, ensuring precise inventory management and identifying cost-saving trends.

SKILLS

- SAP ERP and Microsoft Navision
- Focus ERP and Venixo ERP
- Forklift operation
- Team coordination
- English, Arabic, Urdu
- Operations management
- Inventory management

EXPERIENCE

03/2025 to Current **Store Officer**

Zhengmao New Material Company (Construction Projects) – Riyadh, KSA

- Inspected incoming merchandise shipments to verify delivery accuracy, quantity, and quality.
- Maintained accurate inventory records through computerized systems.
- Reported damaged or defective goods immediately upon receipt.
- Ensured proper labeling, storage, and disposal of hazardous materials.

04/2018 to 05/2024 **Store and Logistic Officer**

Surralti Trading Co. (FMCG & Perfumes) – Makkah, KSA

- Supervised and coordinated activities of workers in receiving, storing, testing, and shipping merchandise.
- Maintained accurate records of items shipped, received, or transferred to ensure inventory integrity.
- Conducted weekly, monthly, quarterly, and annual inventories to verify record accuracy.
- Utilized computer software programs for precise tracking of daily transactions.
- Updated records on product deliveries, returns, and damages to reflect current status.
- Resolved transport and storage issues swiftly to minimize disruptions.

- 07/2015 to 03/2018** **Store Officer**
Meshail Zahrani Est (Wholesale General Order Supplier) – Makkah, KSA,
- Ensured all products were stored in accordance with company policy and procedures.
 - Processed returns and exchanges according to company policies and procedures.
 - Maintained accurate inventory records through manual or computerized systems.
 - Managed daily operations of the store including opening and closing duties, restocking shelves.
- 03/2008 to 06/2015** **Store Keeper**
Al Fanar Electrical Co. (Electrical Material) – Makkah, KSA
- Coordinated loading and unloading processes to optimize truck operation efficiency.
 - Operated forklifts and pallet jacks, ensuring safe material handling practices.
 - Received and inspected incoming materials, confirming order
 - Maintained precise records of all incoming and outgoing shipments.
- 07/2006 to 02/2008** **Purchase Officer**
Habib Rafiq Pvt. Ltd (Mega Construction Projects) – Lahore, Pakistan
- Researched industry contacts to identify new supply sources and materials.
 - Maintained accurate records of purchases, pricing, and critical data.
 - Negotiated vendor contracts to secure competitive pricing while ensuring quality standards.
- 10/1998 to 03/2004** **Store Officer**
Shama Maint. Services Co (Construction Projects) – Doha, Qatar
- Managed daily store operations including opening, closing, and restocking shelves.
 - Verified accuracy of incoming and outgoing shipments against purchase orders and invoices.
 - Received deliveries and transported items to appropriate facility locations.

EDUCATION

- 07/2005** **Bachelor of Arts**
Government College Jhelum – Jhelum Pakistan
- 01/1997** **Diploma in Computer Programming** Gujrat Pakistan

Date :- 20-05-2024

Subject:- To Whom It May Concern,

I am pleased to confirm that Faisal Haider was employed with Surrati Perfumes Co. from 12-04-2018 to 20-05-2024 as a Warehouse and Logistics Officer.

During his tenure with us, Faisal Haider demonstrated exceptional skills and dedication in the following areas:

- Inventory Management:** Efficiently managed and monitored inventory levels, ensuring optimal stock levels were maintained. He implemented systems to track inventory and minimized discrepancies.
- Logistics Coordination:** Coordinated international shipments, including arranging transportation, negotiating with carriers, and tracking shipments. He ensured timely and cost-efficient delivery of goods.
- Warehouse Operations:** Oversaw daily warehouse operations, including receiving, storing, and dispatching goods. He ensured the warehouse was organized, clean, and operated safely.
- Team Leadership:** Supervised and trained warehouse staff, promoting teamwork and maintaining high productivity levels.

He exhibited a strong work ethic, attention to detail, and a proactive approach to problem-solving. He was an invaluable asset to our team and contributed significantly to our operational efficiency and success.

We wish Faisal Haider all the best in his future endeavors and have no doubt that he will excel in any position he chooses to pursue.

If you require any further information, please do not hesitate to contact us.

Sincerely,

HR Manager
Ahmed AlSulemi
Surrati Perfumes Co
Mob:- 00966502696207





العنوان البريدي : ص . ب ٣٠١
الرياض ١١٤١١ - المملكة العربية السعودية
تلفون : ٩٢٠٠٠٦١١١
فاكس : ٩٦٦ ١١ ٢٧٥٦٦٩٩ +

التاريخ : ٢٠١٥/٠٦/٠٧ م

Experience Certificate

شهادة خبرة

Name: Faisal Haider Ghulam Haider

Nationality : Pakistani

Profession : Asst. Store Keeper

Work From : 22/03/2008

To : 29/11/2008

Profession : Junior Store Keeper

Work From : 30/11/2008

To : 31/12/2011

Profession : Store Officer

Work From : 01/01/2012

To : 06/07/2015

This certificate is issued upon the employee's request.

اسم الموظف: فيصل حيدر غلام حيدر

الجنسية : باكستاني

المهنة : مساعد أمين مستودع

مدة العمل من : ٢٠٠٨/٠٣/٢٢

إلى : ٢٠٠٨/١١/٢٩

المهنة : مساعد أمين مستودع

مدة العمل من : ٢٠٠٨/١١/٣٠

إلى : ٢٠١١/١٢/٣١

المهنة : مسؤول مستودع

مدة العمل من : ٢٠١٢/٠١/٠١

إلى : ٢٠١٥/٠٧/٠٦

أعطيت هذه الشهادة بناء على طلب الموظف.

المدير التنفيذي للموارد البشرية
Executive Manager,HR





Habib Rafiq (Pvt.) Limited

6-K, Block-H, Gulberg-II, Lahore-Pakistan.
UAN : (+92-42) 111-475-475
Tel : (+92-42) 5711411, 5711716, 5877547
Fax : (+92-42) 5710890, 5755411, 5762274
E-mail: hrl@habibrafiq.com - URL: www.habibrafiq.com

March 11, 2008

TO WHOM IT MAY CONCERN

It is certified that **Mr. Faisal Haider S/O Mr. Ghulam Haider** had been working from September 2006 to March 2008 as **"Purchase Officer"** with Habib Rafiq (Pvt.) Ltd. During his Job with us, we found him very hard work, dedicated to his duty & honest.

We wish him for bright future career.

Muhammad Ahmad Shahid

Dy. Manager (P&C)

Cell: 092-300-4657434



Nº 057018



Roll No. 73953

Registered No. 2380-gia-98

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, GUJRANWALA

Intermediate (Annual) Examination, 1998

Humanities Group

Certified that Faisal Haider
son/daughter of Ghulam Haider
of the Gujrat District.

has passed in full/parts the Intermediate Examination of this Board,
obtaining 694 marks out of 1100 and has been placed in Grade B

He / She offered the subjects and obtained the marks as follows:

1. Urdu	130	2. English	105
3. Islamic Education	36	4. Pakistan Studies	37
5. Islamic Studies	123	6. Punjabi	154
7. Education	109		

GUJRANWALA

October 15, 1998.

CP-54041-59540-211298

(Grading Legend Overleaf)

Fazal
SECRETARY

Reg No: RICS-206/97

Roll No: 01

ROYAL INSTITUTE FOR COMPUTER SCIENCES



CERTIFICATE

Certified that Mr/Mrs/Miss: PAISAL HAIDER S/o GHULAM HAIDER

has completed the training course: DIPLOMA IN COMPUTER PROGRAMMING

with an accumulative grade: "A"

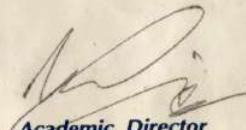
during the period from: JANUARY 1997 To: JUNE 1997

Dated: 21-08-1997.

Principal



Academic Director



Bhimber Road, Gujrat, Pakistan.

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

رخصة سيطرة
DRIVING LICENSE

المملكة العربية السعودية
وزارة الداخلية

FAISAL HAIDER GHULAM HAIDER

فيصل حيدر غلام حيدر

VER 3 النسخة

الرقم ٢٢٥١٣٤٤٦٤٤

DOB 13/07/1978

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EXP 05/09/2026

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CAT PRIVATE

النوع خاصة

NAL PAKISTAN

الجنسية باكستان

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B-G O+ فصيلة الدم

