

FAISAL HAIDER

Riyadh Saudi Arabia | 00966598495497 | faisal.haider9842@yahoo.com |

PROFESSIONAL SUMMARY

Direct daily warehouse operations, ensuring efficient inbound and outbound logistics. Lead and develop warehouse teams to achieve performance goals. Manage logistics and procurement activities, Redesigned the warehouse storage layout ensuring precise inventory management and identifying cost-saving trends.

SKILLS

- SAP ERP, Oracle ERP
- Focus ERP, Venixo ERP
- Logistic Operation
- Team coordination
- English, Arabic, Urdu
- Operations management
- Inventory management

EXPERIENCE

05/2025 to Current Warehouse In charge

First Fix Company (MEP Material) Rosewood, Riyadh Projects

- Inspected incoming Supplier and Vendor shipments to verify delivery accuracy, quantity, and quality.
- Coordinate daily material issuance for site activities as per approved requests.
- Maintained accurate inventory records through computerized systems.
- Investigate and resolve any differences found during inventory counts to maintain accurate stock levels in the ERP system
- Ensured proper labeling, storage, and disposal of hazardous materials.
- Overseeing the safe loading of goods into trucks or containers using forklifts or pallet jacks to maximize space and prevent damage
- Generating accurate Waybills that include the consignee details, item descriptions, quantities, and weight for the carrier
- Preparing detailed packing lists to accompany the shipment, allowing the receiver to verify the contents against the physical delivery.
- Conducting a final check of the outgoing goods against the purchase order or invoice to ensure 100% delivery accuracy

04/2018 to 05/2024 Store and Logistic Officer

Surraiti Trading Co. (FMCG & Perfumes) — Makkah, KSA

- Supervised and coordinated activities of workers in receiving, storing, testing, and shipping merchandise.
- Conduct regular weekly, quarterly, and annual physical inventory audits to ensure 100% data integrity between physical stock and system records.
- Supervised and coordinated activities of workers in receiving, storing, testing, and shipping FMCG and perfume merchandise
- Updated records on product deliveries, returns, and damages to reflect current status.
- Implemented a strict FIFO system to ensure that older stock was sold or transferred before newer shipments.
- Monitored product expiry dates daily to identify short-dated stock and prevent financial loss through timely clearance or returns.
- Ensuring all pallets or boxes are properly labeled with destination tags and, if necessary, hazardous material warnings
- Maintain comprehensive digital and physical files for all company vehicles, including registration, insurance, and inspection dates
- Monitor and verify driver time sheets to accurately track working hours, overtime, and rest periods.
- Prepared detailed export packing lists, including precise weight and dimension calculations for customs clearance
- Coordinated with shipping companies to generate waybills and export documentation for international shipments
- Contacting approved transport companies or internal fleet dispatchers to schedule vehicle arrival based on shipment size and urgency.

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.
- Managing large-scale inventory like timber, steel bars, and bagged materials..
- Experienced in scheduling material deliveries to match the specific phases of a construction project.
- Monitored the stock levels of high-use consumables like drill bits, grinding discs, and safety gear to prevent project delays.

03/2008 to 06/2015 Store Keeper

Al Fanar Electrical Co. (Electrical Material) — Makkah, KSA

- Operated forklifts and pallet jacks daily to move heavy electrical materials safely throughout the warehouse.
- Conduct regular weekly, quarterly, and annual physical inventory audits to ensure 100% data integrity between physical stock and system records.
- Coordinated all loading and unloading processes to improve truck turnaround times and overall logistics efficiency.
- Received and inspected all incoming materials to confirm that the delivery matched the purchase order exactly.
- Maintained precise digital and manual records for every incoming and outgoing shipment to ensure stock accuracy.
- Managed the preparation and documentation of material transfer orders to ensure other company branches received stock on time.
- Contacted and coordinated with external shipping companies to schedule timely pickups for outgoing material deliveries.
- Generated accurate waybills and internal transfer notes for all shipments moving between the Makkah store and other project locations.
- Organized electrical stock based on branch requests to ensure high-priority projects always had the necessary materials.
- Followed strict safety protocols during the material handling and loading process to prevent injury or damage to electrical goods.
- Conduct regular audits of the tool room to verify that the physical stock matches the digital issue records

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.
- Managed the full procurement cycle for construction materials including steel, cement, and electrical components for mega projects.
- Handled the hiring and rental of heavy machinery such as cranes, excavators, and generators to meet site requirements.
- Negotiated specialized rental agreements for short-term and long-term equipment use to reduce project overhead costs.
- Analyzed multiple price quotations (comparative statements) to select the most cost-effective and reliable vendors.
- Managed the documentation for all hired equipment, including insurance, maintenance logs, and return schedules.

10/1998 to 03/2004 Store Officer

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

- **Inspect incoming deliveries from vendors and suppliers to verify that the physical material matches the details listed on the delivery note**
- **Managed daily store operations including opening, closing, and restocking shelves.**
- **Verified accuracy of incoming and outgoing shipments against purchase orders and invoices.**
- **Maintained accurate records of items shipped, received, or transferred to ensure inventory integrity**
- **Verify incoming and outgoing shipments against purchase orders, invoices, and delivery notes to ensure 100% accuracy**
- **Received deliveries and transported items to appropriate facility locations.**
- **Identify and resolve any differences between the physical delivery and the shipping documents to prevent inventory errors**
- **Maintain an accurate and up-to-date record of all hand tools and power equipment issued to workers using computerized or manual logs**

EDUCATION

07/2005

Bachelor of Arts

Government College Jhelum – Jhelum Pakistan

01/1997

Diploma in Computer Programming Gujrat Pakistan

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

العنوان البريدي : ص . ب ٣٠١
الرياض ١١٤١١ - المملكة العربية السعودية
تلفون : ٩٢٠٠٠٦١١١
فاكس : ٢٧٥١١٩٩ ١١ ٩٦٦٦



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



Issue Date:08/02/2026

شهادة خبرة Experience Certificate

First Fix. certifies that the Following named person proved his high efficiency by performing all the tasks assigned to him and being provided this certificate of service according to Saudi Labor Law.

تشهد شركة التركيبات الأولية للأعمال الكهربائية بأن المذكور الموضحة بياناته أدناه، قد أثبت كفاءته بأداء جميع المهام الموكلة إليه طيلة فترة خدمته .
وتم منح هذه الشهادة بموجب نظام العمل في المملكة العربية السعودية .

Name	Faisal Haider Ghulam Haider	فيصل حيدر غلام حيدر	الإسم
Nationality	Pakistani	باكستاني	الجنسية
Position	Store Incharge	مسؤول مخزن	الوظيفة
ID No.	2605923297		رقم الهوية
Emp. ID	26258		الرقم الوظيفي
From	27-May-2025		من تاريخ
To	-		إلى تاريخ

إدارة الموارد البشرية والشؤون الإدارية Human Recourses & Administration



JEDDAH

3355 Sari, Al Khalidiyah Dist., Jeddah 23423-8940
Kingdom of Saudi Arabia

RIYADH

4162 Abi Al Asbat, Al Olaya, Riyadh 12311-6324
Kingdom of Saudi Arabia

رخصة سياقة

المملكة العربية السعودية

وزارة الداخلية



فيصل حيدر غلام حيدر غلام حيدر

FAISAL HAIDER GHULAM HAIDER



ID Number: **2605923297**

رقم الهوية: ٢٦٠٥٩٢٣٢٩٧

License Type: **Private**

نوع الرخصة: خصوصي

Issue Date: **09/03/2010**

تاريخ الإصدار: ٢٠١٠/٠٣/٠٩

Date of Birth: **13/07/1978**

تاريخ الميلاد: ١٩٧٨/٠٧/١٣

Nationality: **Pakistan**

الجنسية: باكستان

Expiry Date: **13/07/2031**

تاريخ الانتهاء: ٢٠٣١/٠٧/١٣

Blood Type: **O+**

فصيلة الدم: O+



يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية

N^o 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-54041-595.00-211298

(Grading Legend Overleaf)

Jay
SECRETARY

Reg No: RICS-206/97

Roll No: 01

ROYAL INSTITUTE FOR COMPUTER SCIENCES



CERTIFICATE

Certified that Mr/Mrs/Miss: FAISAL 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.