

IMRAN ALI BIRAHMANI

Flat No.7 Building No. 7427 Maccarona Street Jeddah Saudi Arabia. | imran.birahmani@gmail.com | +966 59 346 5034

SKILLS & ABILITIES

- Fluent in Urdu, Sindhi, Intermediate in English, Arabic, Rudimentary in Balochi and Punjabi.
- Motivator, Presenter, Politically Aware, Promoter, Self-Made, Willing to Learn, MS Windows 97, Xp,7,8,10, MS Office 2010, Adobe Photoshop Keyboard Skills, Organizational Management skills,
- Microsoft Excel
 - Human Resource and Payroll Management System
 - Automatic Invoice Generator
 - Day/Cash Book
 - Maintain Customers OR Supplier Ledger
- Fast Moving Consumer Goods (FMCG)
 - Frozen (-18 Celsius Degree up to -22 Celsius Degree)
 - Chilled (+4 to +1 Celsius Degree)
 - Ambient (+18 to +15 Celsius degree)
 - Dry (+26 up to +42 Celsius Degree)

SUMMARY

Physically fit Warehouse receiver and dispatcher with experience in all aspects of inventory, Packing and shipping operations. Able to stand for entire shift and lift up 25 plus kg. Frozen, Chilled, Ambient and Dry goods special awareness and mathematical abilities. Well knowledge of equipment and Warehouse Management System (WMS).

EXPERIENCE

LOGISTICS WAREHOUSE STOREKEEPER UNITED TRADING CORPORATION July 2021 to Present

Responsibilities:

Inbound. Receive shipments, follow SOPs as per shipment advice and nature (Frozen, Chilled, Ambient and Dry). Segregate, follow FIFO FEFO, check quantity and quality as per quality assurance instructions, facilitate compliance of height weight and special handling requirements in stacking, moving, arranging items on pallets according to the storage plan. , receive stock in Warehouse Management System by using Radio Frequency RF gun. File all records of local transfers and international shipment transactions.

Inventory Control. Sorting supplies in bin, on floor or in shelves depending on the nature of the articles in a location and position convenient for removal when needed. Periodically verify inventory computations accuracy by comparing them to physical count of stock investigate discrepancies and adjust error physically and systemically. Mark stock item with identifying codes, figures or letters when required using identification tags, stamps, electric marking tools or other labeling equipment.

Outbound. Manage day to day collection operation and distribution plans for Eastern and Southern region of Kingdom of Saudi Arabia. Maintain and apply best practice, policies and procedures for efficient flow of operation. Forecast and follow-up on various aspects of distribution plan with merchandising team. Communicate for priorities and scheduled tasks accordingly. Prepare daily, weekly and monthly reports required by management. File all distribution invoices and transaction of regional transfer and destruction of expired and damaged stock. Prepare staff performance appraisal, shift schedule, vacation schedule and productivity reports.

Dispatch. Determine proper product identification, dispatch method, dispatch location and vehicle requirement based on stock movement, product volume, Ensure all outbound generic and pallets are properly scanned prior to loading, Generate waybill along with tracking sheet individual customer for the respective pallets scanned. Ensure that the invoices prepared by shipping process are sent together with tracking sheet. Ensure proper arrangement of product awaiting trailer to loading in an organized and accessible manner at its designated locations. Ensure proper housekeeping in dispatch area and maintain pallets products with proper identification to ensure dispatch compliance. Ensure that products are shipped in accordance with appropriate sales order and deliver to customer with invoice and purchase order. Prepare daily/weekly/monthly report to submit transport and accounts department. Maintain proper filing of documents for all materials sent for specific period for audit purpose. Volunteer to work extended hours during peak seasons or to complete additional customers order on time as needed. Identify basic training needs of dispatch personnel and provide necessary basic training.

July 2016 - July 2021

Inbound: Responsible for container off loading, segregation item by style, color, size and Batch code (FIFO FEFO), Quantity Checking, Posting, Releasing through (Retail Warehouse Management System) RWMS, and Put away items to relevant divisions.

Inventory Control Management: Responsible for create space for regular, new and Seasonal products, Replenishment, Re-Order Point, Create locations for new arrivals, Forward Picking Location (FPL), Pullout from reserve and fill unit picking bin locations, Shelving, Monthly base counting and adjusting.

Outbound: Responsible for picking, packing, handover picked store order to dispatch Team, Replenishment, Re Order Point, House Keeping, Arrange space for new arrivals And regular products.

Dispatch: Responsible for Ship picking order through WMS, Print and paste waybill Stickers, Data Entry, Loading Trucks and Assign route to Driver and Handover Delivery Detail to Drivers, Housekeeping Dispatch area.

OFFICE ASSISTANT WEITEK GROUP PAKISTAN

JAN 2013 TO MAY 2013

- Creating job descriptions, running advertisements for open positions, reviewing resumes and applications, interviewing prospective employees, hiring and firing.
- Communication, Keep workplace running efficiency, Comprehend directives from upper management and to then lower staff, entail resolving conflicts, motivating employees, speaking to the public on behalf of the company and preserving customer relationships.

FIELD COORDINATOR WEITEK GROUP PAKISTAN

APRIL 2012 TO JAN 2013

- Collection/dispatch of questionnaires to the field according to the requirements
- Checking the filled questionnaires for completion of work in respect of total questionnaires and filled data
- Packing and sending these questionnaires to head-office without any delay
- Preparing log of forms received and sent to field and head-office

DATA COLLECTION OFFICER CUM FIELD OFFICER RESEARCH CONSULTANTS RCONS PAKISTAN

DEC 2010 TO FEB 2012

“Measurement of Social Mobilization Impact” First time ever project present by NRSP and funded by The World Bank Organization and Pakistan poverty Alleviation Fund PPAF. Surveyed by Research Consultants RCONS Pakistan in Hyderabad (48 Villages/16 DEH) and Tando Muhammad Khan (177 Villages/59 DEH). This program contain Census survey, Village Infrastructure survey, Educational Survey, Health Survey, Agricultural Survey, House hold survey and major part of this program Behavioral Socio Economic Experiment Survey.

Responsibilities: Make survey form (soft to hard and printing from press), Trainer for new employees, Make field plan, future strategy with boss and team, Provide guidance by geographically, To give invitation and conduct meeting with community (male and female), Office supplies, Support Administration, Accountant and Data Entry Operator.

FIELD OFFICER(VOLUNTEER) STRENGTHENING PARTICIPATORY ORGANIZATION SPO PAKISTAN

OCT 2010 TO DEC 2010

“Temporary Learning Center TLC” a project for IDPs present by Strengthening Participatory Organization SPO Sindh funded by UNICEF and done by Sathabad Foundation at New Vegetable Market and Ghafoor Shah Colony Hyderabad.

Responsibilities: Provide Guidance, keep students records, provide material if require and no left unturned stone for SO from donor, Monitoring of TLCs, Report writing and submission daily base to SO and Data Entry Operator.

FIELD OFFICER(VOLUNTEER) STRENGTHENING PARTICIPATORY ORGANIZATION SPO PAKISTAN

MAY 2010 TO JULY 2010

“Challenges of Education in Sindh and role of stakeholders” a project of SPO and conduct by Sathiabad Foundation in site area Latifabad Hyderabad.

Responsibilities: Make survey form (soft to hard and printing from press), Make field plan, Provide guidance by geographically, To give invitation and conduct Educational seminar for Parents and teachers, Office supplies, Support Administration, Accountant.

ADVOCACY OFFICER (VOLUNTEER) STRENGTHENING PARTICIPATORY ORGANIZATION SPO PAKISTAN

JAN 2010 TO APR 2010

“Human Rights based on Political Education Program” a project from SPO funded to Sathiabad Foundation for promoting Human Rights, Democracy and Good Governance at Latifabad Hyderabad.

Responsibilities: Mobilize community for their rights, Conduct meeting and seminar on Human Rights, Democracy and Good Governance title for community, print and distribute wall pamphlet, organize study circle for students and youth at schools and community halls.

TRAININGS

- **FOOD SAFETY TRAINING**
Successfully completed food safety training and exam held by Ministry of Health Kingdom of Saudi Arabia.
- **FORKLIFT, FIRE AND SAFETY TRAINING 2022**
3 days training workshop on Forklift, Fire and Safety measurement to prevent damage and lose.
- **INFORMATION CAMPAIGN FOR SCHOOL MANAGEMENT COMMITTEES SMCs (MAY 2012)**
2 days training workshop on Information Campaign for School Management Committee held by Reform Support Unit Government of Sindh.
- **ORGANIZATIONAL MANAGEMENT (MARCH 2011)**
3 days training workshop on Organizational Management held by SPO Sindh.
- **DATA COLLECTION AND COMMUNITY MOBILIZER (NOV 2010)**
6 days training workshop on Data Collection and Community Mobilizer held by Research Consultants RCONS Pakistan.
- **DEMOCRACY AND GOOD GOVERNANCE (APR 2010)**
3 days training on Democracy and Good Governance held by SPO Sindh.
- **PROJECT PROPOSAL WRITING (MARCH 2010)**
3 day training workshop on Project proposal writing held by SPO Sindh.
- **HUMAN RIGHTS (FEB 2010)**
3 days training workshop on Human Rights held by Strengthening Participatory Organization SPO Sindh.

EDUCATION

EXAMINATION	INSTITUTION	YEAR OF PASSING	DIVISION	GROUP
Intermediate	B.I.S.E. Hyderabad	2006	Grade “C”	Pre-Eng:

REFERENCES

BIJU JOHN, NATIONAL WAREHOUSE MANAGER
United Trading Corporation Kingdom of Saudi Arabia Cell # +966 58 106 2000

JAN MUHAMMAD, WAREHOUSE ASSISTANT MANAGER
KAMAL OSMAN JAMJOOM LOGISTICS MANAGEMENT SERVICE, KINGDOME SAUDI ARABIA
Cell # +966-55-697-1570

IMDAD ALI GOPANG, GENERAL SECRETARY
GREEN RURAL DEVELOPMENT ORGANIZATION (GRDO) PAKISTAN
Cell # +92-333-266-8956 Email: gopangimdadali@yahoo.com