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**Jamil Ahmed Khan**

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**Career Objective:**

Hard-working and responsible logistics professional with 10 years experience managing successful warehouses and storerooms. Team oriented and safety conscious, I am keen to apply my organizational skills to a dynamic warehouse, logistics, distribution or inventory team.

**Summary of Qualifications:**

* More than 10 years of warehouse and materials management experience.
* Proven ability to manage warehouse, inventory, shipping, and receiving operations.
* Able to arrange and coordinate regional, national, and global logistics.
* Hard working and detail oriented, with the ability to multi-task effectively.
* Outstanding leadership, motivation, and communication skills.

**Key Skills and Characteristics:**

***Substantial warehouse experience:***

Experience with container loading/unloading, receipt/dispatch, safe operation of forklifts, checks and training and manual handling aids. I also train and supervise staff in these competencies.

***Organisational and time management skills***

Experience managing inventory and coordination of orders and deliveries, with ability to prioritise conflicting demands.

***Interpersonal skills***

Ability to create rapport quickly and maintain positive business relationships with clients and staff, demonstrating dedication to a high standard of customer service.

***Technical skills***

Knowledge of various computer programs and technologies to intermediate level including Microsoft Word/Excel/Access, RF Scanners and financial management packages.

**Job Experience:**

2004- Present Warehouse Manager Leopard Integrated Logistics

**Responsibilities:**

* Coordinate incoming and outgoing stock, deliveries and logistics
* Monitor stock levels and carry out periodic stock takes
* Supervise up to 30 staff members, including preparing weekly rosters and leading staff evaluations
* Interview prospective employees and train new staff members
* Load containers, pallets and trucks for delivery via road and rail to all states
* Liaise with all parties involved in the import and domestic movements of stock including AQIS, customs, transport companies and freight forwarders
* Complete paperwork for domestic movements and customs
* Record all stock movement and deliveries in database and prepare regular reports
* Manage warehouse costing, budgeting and forecasting

2000 -2004 Stock Room Operator City Supermarket.

**Responsibilities:**

* Maintained cold room and shop floor stock levels to meet sales requirements
* Trained and mentored new floor staff in tasks including receipting, restocking, documentation, safety and aesthetics
* Performed forklift operation and safety checks
* Prepared stock displays to company standards
* Used RF scanners to receipt and restock
* Provided general customer service and administration

**Education Details:**

**Bachelor of Business (Logistics and Supply Chain Management)**

Punjab University

Graduated: 2007

**Certificate IV in Frontline Management**

Punjab College

Graduated: 2004

**References:**

Will be furnished on demand.