



MUHAMMAD ILYAS SHAFIQ

Fulfillment Operation Team Lead
Expert in Warehouse Management

Ilyas438@yahoo.com
 +971558504596
 Ajman UAE

EDUCATION

Bachelor's in commerce (2012)

SKILLS:

Excellent Inventory Management
Communication Skills
Teamwork Skills
Decision Making
Trainer
Problem Solver

TOOLS:

Zendesk
Jira Ticket
Agentone, Magento (Order Status)
NetSuite, Oracle, WMS, Skuvault

ACHIEVEMENT &

AWARDS:

Employee of the Month in
Marka VIP
Best Performance Award in
Noon.com

PROJECTS:

Forward & Apparels WH Startup
Inventory RTV
YFS Missing Cases
Market Place WH
3PL WH

LICENSE & CERTIFICATION:

UAE Valid Driving License

LANGUAGES:

→ URDU / HINDI
→ ENGLISH

PROFESSIONAL EXPERIENCE (7 YEARS)

TEAM LEADER FULFILLMENT (SEP 2018-PRESENT) (NOON.COM, DUBAI-UAE)



RESPONSIBILITIES:

- ❖ Monitoring routine weekly inventory task like stock take, Bin consolidation, total job line missing and reporting the same.
- ❖ Daily briefing with previous day KPI and new process update, training freshers and recall of all process guidelines (QC, RTV, TXW).
- ❖ Managing of all item's category wise.
- ❖ Deals with the issues regarding to the products from FBN and E-Retail.
- ❖ Investigating inventory shortages and discrepancies.
- ❖ Follow and guide the team about SOP'S, maintain the KPI & IPP of the team.
- ❖ Completing TXW, TXO, RTV, Relabeling, Mislabel, studio picking within given TAT and same communicating with Supply management team.
- ❖ Ensure full awareness of all system of NOON Warehouse, Receiving, Allocation, Picking, Merge, QC, VMS, AWB, and Manifest.
- ❖ Maintaining casual staff records and assigning duties regularly as per requirement.

STOCK CONTROLLER Elabelz.com (03- 2017 to 08- 2018 DUBAI , UAE)



RESPONSIBILITIES:

- ❖ Picklist generating
- ❖ Monitoring routine weekly inventory task like stock take, Bin consolidation, total job line missing and reporting the same.
- ❖ Daily briefing with previous day KPI and new process update, training freshers and recall of all process guidelines (QC, RTV, TXW).
- ❖ Managing of all item's category wise.
- ❖ Deals with the issues regarding to the products from FBN and E-Retail.
- ❖ Investigating inventory shortages and discrepancies.
- ❖ Follow and guide the team about SOP'S, maintain the KPI & IPP of the team.
- ❖ Maintaining casual staff records and assigning duties regularly as per requirement.
- ❖ Urgent order deliveries.

WAREHOUSE ASSOCIATE MARKAVIP.COM (09-2014 TO 02-2017 DUBAI)



RESPONSIBILITIES

- ❖ Picklist generating.
- ❖ Transfer of new items from receiving to inventory storage.
- ❖ Work on late orders.
- ❖ Responsible to clear NDD (next day delivery), SDD (same day delivery), VIP orders.
- ❖ International order shipping.
- ❖ Managing warehouse staff which includes all bound.
- ❖ Receiving of customer cancel orders.
- ❖ Compile reports on various aspects of changes in production.
- ❖ Handling of the material loading and unloading for incoming and outgoing shipment.
- ❖ Audit of inventory by system and physical counting of warehouse supplies to ensure accuracy
- ❖ Controlling of the product's inputs & outputs from warehouse.