

# MUHAMMAD ILYAS SHAFIQ

**Fulfillment Operation Team Lead Expert in Warehouse Management** 



## **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

# **ACHEIVEMENT & 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

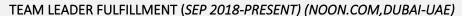
## LICENSE & **CERTIFICATION:**

**UAE Valid Driving License** 

## LANGUAGES:



#### PROFESSIONAL EXPERIENCE (7 YEARS)





#### **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)

# ELABELZ

#### **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) @ MARKAVIP



#### 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 \*
- Controlling of the product's inputs & outputs from warehouse.