Curriculum Vitae

WASEY SARTAJ

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Add- DWH3, LVQ, Industrial Area 52, Doha, Qatar.

Career Objective

14+ Years of experience in Retail Warehouse Operations. An accomplished result oriented professional with diversified experience in distribution/warehousing, material management, scheduling/planning, pick-pack operation, inventory control & safety training.

Warehouse Supervisor: - July-2019 to Present
ABU ISSA HOLDING (Division-Retails), Doha, Qatar.

Responsibilities:
Inbound Operation: -
- Received shipment as per PO/ASN in warehouse physically check & verified closed ASN in WMS. If any discrepancies like damage, short, excess, extra in shipment raise to concern person warehouse manager, supply chain & logistics team for the resolve issue.
- Follow up for the short and damage item from supply chain & logistics department as per advice damage item move to system location insurance claim, supplier claim or scrap location respectively.
- During receiving shipment in warehouse make sure check properly with style code, size, color and damage, if found any discrepancies immediately report to concern department with pictures and delivery note of the shipment.
- Received return stock from retails store in warehouse with proper documents and good condition, physically verified stock & confirm as per GTN. If any discrepancies found resolve issue with the concern retail store immediately.
- Coordination with IT & Business operation team if any PO/ASN not reflect in WMS and resolve issue with IT department.
- Print inhouse barcode with price from Oracle EBS and paste the item before put away in bin location. Make sure put away process fast & accurate match with system location & physical item in bin location.
- Provided direct leadership to a team of 50+ employees in the warehouse, overseeing daily operation to ensure efficient business performance, conduct regular staff meeting to discuss areas of improvement.
- Excellent handling of space management in warehouse which ever shipment come make sure operation smoothly run.
- Excellent reporting skills like daily inbound shipment, daily outbound shipment, stock level, stock turnover and staff performance to provide warehouse management for make better decision and improvement.
- Developed policies to create and maximize performance, monitoring attendance and performance levels, prepare yearly warehouse staff appraisal form and submit to warehouse management.
- Ensured workplace health and safety requirement are met and took responsibility for the security of the building and inventory.

Outbound Operation: -
- Supervise and control order processing through system infor WMS, Make sure order picking accuracy 100% all time with minimum handling and stock damage.
- Frequently monitor order reflect in WMS, immediately release order through system and print pick list give to picker for the completer order process. Clear instruction to picker checks proper item pick & pack before dispatch the shipment.
- Coordination with store team with any discrepancy/delay in delivery, and ensure timely resolve the issue.
- Print pallet ID label which is EBS order no past on picked order pallet and clearly identify for the delivery team.
- Print GTN for the order picked through Oracle EBS for the delivery shipment to the internal store.
- Coordination with supply chain for the invoice of the sales order from outside customer & communicate with for the delivery.
- Cross dock-Shipment which is not stored in warehouse, immediately dispatch after receiving & checking through POS system. Make sure all the shipment delivered within 48 hrs to stores.
- Making sure to update new cross dock shipment in EBS system with in time line and deliver to store as soon as possible. Report to warehouse manager & supply chain team if any shipment damage/short or any discrepancies received.

- Coordination with store team & resolve for shipment delivery. Make sure every shipment delivers to store on time. Regular instruct & supervise warehouse staff for smooth running warehouse operation.
- Regular monitor any Hazardous item & remove from warehouse immediately.
- Manage & service of material handling equipment like forklift, pallet jack & delivery trolley for the warehouse.

Inventory Operation: -

- Monitor and maintain accurate inventory levels by conducting regular stock counts and reconciling any discrepancies. Continuously improve inventory management process to enhance efficiency, reduce cost, and optimize stock availability.
- Supervise 3-person warehouse inventory team for the regular section wise cycle count through PDT module of Z-Count.
- Managing complete inventory of all warehouse on a periodic basis for all products.
- After complete any section of the cycle count prepare reconciliation summary report to the warehouse management.
- Managing inventory almost **10k SKU'S** with almost **500k Units** in the DC warehouse which is from 20+ section like men's fashion, ladies' fashion, watches, kids' fashion, leather goods, toys, furniture's, cosmetics, perfumes, linen, household, honey, B2B Item, Gift & Gift wrap, luggage, luggage spare parts and consumable etc.
- Inventory discrepancies find out from system through EBS transaction & WMS transaction with GTN, delivery note and resolve the issue. Monitor aging stock in warehouse which is expiry/no movement or hold to provide accurate sku wise details to the brand operation team after communication deliver the same as per request.
- Provide complete stock details of warehouse good, damage, staff sale, scrap, supplier claim insurance claim to the warehouse management.
- Physical check write-off items for disposal which is damage or scrap in warehouse after approval from top management & send pictures to concern head after disposed.
- Sound knowledge in system inform WMS, Oracle EBS, Oracle ERP and MS Office suite.
- Sound knowledge in excel vlookup, pivot table, concatenate and other formulas for preparing the Misc. reports.

DC Supervisor: April-2015 to June-2019.
APPAREL QATAR W.L.L. (Industry-Retails), Doha, Qatar

Responsibilities:

- Received, Stored, Issued, put-away in WMS and dispatching of Merchandise. Ensured implementation of First- In First- Out, Every day share shipment delivery plan to 100+ retail stores.
- Checked and inspected goods received and ensured they are of accurate quantity and good condition. If found discrepancies in receiving immediately reports to Manager., Packaged and labeled product before they are dispatched.
- Selected space for storage and arranging for goods to be placed in the designated areas.
- Ensured that all inventory processes are completed on the same day. Organized work load, allocating tasks, tasking team on a daily basis.
- Continuously monitored the performance and activities of the warehouse through the use of KPIs, with a primary focus on cost controls. Supervised 30+ people warehouse team, scheduled shipments, and resolved supply issues.
- Coordinated with 3rd Party Logistics for storage of different project shipments, coordination with new store opening project team for delivery requirements of goods.
- Responsible for Vehicle/Forklift Maintenance & Servicing.
- Received, stored & distributed of F&B Non-Food & Equipment's items from store Cold Stone & Tim Horton's.
- Removed hazardous products from the warehouse, ensured that work area is clean and tidy observe security and safety regulation.
- Developed policies to create and maximize performance. Monitoring attendance and performance levels. Opening and closing the office premises, Responsible for Warehouse Petty Cash & others expenses. Accurately updated all data into computer and manual recording systems.
- Sound knowledge in Oracle RWMS & Oracle BI Publisher for reporting & MIS

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<u>**Warehouse Supervisor: March-2010 to Feb-2015**</u>
<u>ARYAN WORLDWIDE (Industry-Export House), New Delhi, India.</u>

Responsibilities:

- Prepared commercial invoice & packing list after received PO from foreign customer.
- Provided complete details in packing list inner box, outer box, size, quantity & volume of shipment.
- Arranged transport for loading export shipment as per volume of shipment.
- Prepared labels on cartons with complete details of product size, inner box qty, outer box qty & dimension.
- Given order to local supplier of corrugated box for inner & outer box as per approved PO.
- Supervised 20+ warehouse staff for packing shipment, offload & load shipment.
- Prepared miscellaneous report like export duty exemption, daily shipment dispatched, staff over time, staff performance.
- Handled home decorative product like, beaded place mat, vintage bottle, decorative candle, rugs and many more.

System Skills:

- ✓ Oracle RWMS & Oracle BI Publisher.
- ✓ Infor WMS, Oracle EBS & Oracle ERP.
- ✓ Sound Knowledge in Excel.
- ✓ MS Office, MS Outlook, Internet etc.
- ✓ Good computer literate, professional communication and operational skills.

Academic Vignette:

- ✓ 2001-2002 **X**, with 52% marks.
- ✓ 2003-2004 **XII**, PCM with 64% marks.
- ✓ 2004-2007 **Bachelor of Science** with 49% marks.

Professional Qualification:

- ✓ Diploma in Export Import Management (July-2011 to Dec-2011) at Foreign Trade Development Center, New Delhi. Achieve Grade "B".
- ✓ Certificate of Database Administrator Microsoft SQL Server (Aug-2010) at DOOR 'O' DAC Swaroop Nagar, Kanpur. Achieve Grade "A".
- ✓ Advance Diploma in Computer Application & Multilingual D.T.P. by "HRD" To DOEAC (Rae-Bareli). Achieve Grade "B".
- ✓ One Year Urdu Diploma in National Council Promotion of Urdu Language.

Personal Details:

Date of Birth	July 01, 1987
Marital Status	Married
Passport No.	V1189305
Date of Issue	Jun18, 2021
Date of Expiry	Jun17, 2031
Place of Issue	Lucknow, Uttar Pradesh, India
Permanent Address	B-90 Ali Miyan Colony Ahiya Raipur, Raebareli -229001 (U.P.), India
Place: Doha, Qatar	Dated:

Declarations:

I hereby declare that all the information provided above is true to the best of my knowledge.

Wasey Sartaj