

Kashif Latif

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OBJECTIVE

A dedicated and highly motivated professional, I thrive in dynamic environments where teamwork and commitment drive success. With a strong ability to inspire and lead teams towards achieving common goals, I am committed to delivering results and meeting deadlines. Eager to continuously learn and grow, I embrace challenges and remain focused on exceeding expectations while contributing to organizational success.

PROFESSIONAL EXPERIENCE:

FLOUR Country (Single Owner) LLC **GHASSAN ABOUD GROUP**



Warehouse In Charge

2023 To Present

- Managing inventory levels, conducting regular stock audits, and ensuring proper storage of raw materials and finished products to maintain product freshness and minimize waste.
- Overseeing the picking, packing, and timely dispatch of bakery orders, ensuring customer satisfaction and delivery accuracy.
- Leading and supervising warehouse staff, providing training, and ensuring adherence to company policies, productivity goals, and safety standards.
- Coordinating the receipt of ingredients, packaging materials, and finished goods, and managing relationships with suppliers and delivery services.
- Ensuring bakery products are stored and handled according to food safety standards, maintaining hygiene and quality control throughout the process.
- Implementing efficient warehouse layout and processes to improve operational efficiency, reduce bottlenecks, and maximize storage capacity.
- Enforcing safety protocols and regulations, ensuring a safe working environment for all employees.

SANNINE BAKERY **SUPPLY CHAIN DEPTT.**



Warehouse In charge

2019 To 2023

- Ensuring accurate tracking of stock levels, conducting regular inventory counts, and maintaining proper storage of bakery products.
- Managing the receipts and issuance of raw material to production.
- Leading and training warehouse staff to ensure productivity, safety, and adherence to company procedures.
- Ensuring products are stored and handled according to safety, hygiene, and quality standards.
- Enforcing safety regulations to maintain a safe working environment.
- Monthly stock taking on entire inventory.
- Prepare ABC analysis report and share with Management.

Warehouse Manager

2016 – 2018

- Managing daily warehouse operations, including inventory control, order fulfillment, and shipping/receiving processes.
- Supervising and training warehouse staff to ensure high performance and safety standards.
- Implementing inventory management systems to track stock levels and ensure accuracy.
- Coordinating with suppliers, vendors, and internal teams to optimize supply chain processes.
- Ensuring compliance with safety regulations and maintaining a clean, organized warehouse environment.
- Monitoring performance metrics to improve efficiency and reduce operational costs..

RAAZIQ International Private Limited
(HUAWEI Mobilink Mega Swap Project)
(HUAWEI Ufone PTML Project)
(CM UJJALA PROJECT)



Assistant Inventory Manager

2015 –To 2016

- Coordinated with customer's LSPs (Logistics Service Providers) and handled system queries, providing timely feedback.
- Coordinated with the floor team to receive new materials and ensured inventory accuracy.
- Managed reverse logistics and conducted quarterly stocktaking of entire inventory.
- Oversaw special products (e.g., HUAWEI) and updated locations in ERP-CES.
- Handled RF scanning for stock takes, cycle counts, and inbound/outbound scanning.
- Shared scanned receiving and dispatch notes with suppliers and customers, maintaining documentation as per QA/QC standards.
- Trained and aligned teams on offloading civil materials and shared daily DAR (Daily Activity Reports) with the Project Manager.

HUAWEI Technologies
MOBILINK MEGA SWAP PROJECT
UFON PTML & CM PAK PROJECT



Warehouse In charge

2011 –To 2013

- Responsible for the picking, packing, and dispatching of products according to customer orders and company SOP's.
- Managing incoming and outgoing shipments, ensuring timely deliveries, and working with logistics teams.
- Ensuring that goods are stored efficiently to maximize warehouse space and facilitate easy access.
- Keeping accurate records of stock levels, orders, deliveries, and any discrepancies.
- Quarterly stock taking of entire inventory.

Expeditors Freight Forwarding
LEVI STRAUSS PROJECT



Store Officer

2004 –To 2011

- Coordinate with the Inventory Manager to ensure stock is available and well-organized in 5S for timely processing.
- Coordinate with freight forwarding companies to ensure timely delivery of materials to the designated storage locations.
- Prepare and maintain all relevant documentation for incoming and outgoing shipments.

- Ensure that all materials received meet the quality standards specified by Levi Strauss.
- Ensure the storage area is safe and organized, following health and safety guidelines

QUALIFICATIONS:

Graduation

2016

B. Com from Punjab University Lahore

COMPUTER SKILLS:

- **CES** (Huawei, Component Executive System)
- **RWMS** (Raaziq Warehouse Management System)
- **PIMS** (Flour Country - Project Information Management System)
- **MS Office Outlook, Word, Excel, Power Point & Team etc.**

PERSONAL DATA:

Present Address	:	D.I.C (Dubai Industrial City), Dubai.
Marital Status	:	Married
Languages	:	Fluent spoken & written English, Urdu, and Arabic.

Achievements:

Best Attendance Employee Award District Manager, 2007

REFERENCES:

Available upon request.