

AAMINA MANZOOR

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Objective:

Looking to join a progressive organization that has the need for responsible and challenging position to employ any expertise and experience in the field of Logistics/warehouse.

Career History:

Organization	<u>AMAZON WAREHOUSE DXB5 DUBAI UAE</u>
Duration	Since 05/06/ 2023 to till date
Designation	Logistics Coordinator

Job Description:

- ✓ Troubleshoot and resolve problems that an associate encounters with an inventory; including printing labels, damage out products and adding expiration dates to food and health products.
- ✓ Use excel to track a problem solved issues efficiently and accurately
- ✓ Coordination with operations and department for import and export shipments
- ✓ Resolve issues in a timely manner
- ✓ Check damages and notify the concern people in the case of discrepancies
- ✓ Prevent unsafe and unhealthy workplace conditions or hazards
- ✓ Perform Audit of Pallets and Bins to avoid any virtual or physical mismatch
- ✓ Ability to operate the RF scanner
- ✓ With the right DPMO formula and methodology, tracking the defects, reduce variations, and drive continuous process improvements

Educational Qualification:

2018-2020	Master's In Information Technology (MSC-IT) University of The Punjab Gujranwala, Pakistan
2013-2025	Bachelor In Commerce (B.Com) University of The Punjab Gujranwala, Pakistan

Strength & Competencies:

- ✓ Ability to plan, Organize prioritize my work and meet deadline
- ✓ Self-confident in accomplishing the given task
- ✓ Office protocols and procedures
- ✓ Report writing& Editing
- ✓ MS Office
- ✓ My great strength is my hard work
- ✓ Ability to handle pressure

PERSONAL INFORMATION:

Gender	Female
Civil Status	Single
Nationality	Pakistani
Language:	English, Urdu, Hindi