



ANSAR HAYAT



🏠 AL SATWA DUBAI, UAE

APPRECIATION FOR WAREHOUSE PROCUREMENT / STOREKEEPER

☎ +971509736739 ✉ onlyansh123@gmail.com 📅 01-01-1996 🇵🇰 PAKISTAN 📄 Visa Status: Freelance

Professional Summary

To work in a dynamic organization where I can utilize my knowledge, experience and expertise to secure a position where I can efficiently contribute my skills and abilities for the growth of the organization and achieve the organization goal and to improve my professional career as well.

Employment History

AMAZON DXB-3 & DXB-5 FULFILMENT CENTER PROCUREMENT ASSOCIATE FEB 2022 – SEP 2024

- Demonstrated attention to detail while verifying product codes, quantities, sizes.
- Displayed excellent communication skills when interacting with vendors and colleagues alike.
- Performed regular cycle counts to ensure non-inventory accuracy throughout the warehouse.
- Assisted in maintaining a safe working environment by adhering to safety protocols at all times.
- Provided support to other departments within the organization on an as-needed basis.
- Inspected incoming and outgoing shipments for quality assurance purposes prior to shipment.
- Demonstrated ability to accurately pick, pack and ship orders in a timely fashion.
- Contributed towards creating process improvements that increased productivity levels.
- Stored supplies in designated areas to keep work area organized.
- Loaded and unloaded items using material handling equipment.
- Sorted goods for distribution in designated areas.
- Verified accuracy of orders by comparison to pick slips.
- Reported material locations using bar code inventory system.
- Received and counted stock items to record data manually or on a computer.
- Kept records on use and damage of stock and stock-handling equipment.
- Compared invoices to items actually received to ensure that shipments were correct.
- Created and managed purchasing records such as purchase orders, invoices, requisitions.

Education

Bachelor Of Arts	February	2017
Diploma Information Technology	March	2016

Driving License

LTV Auto Gear

Valid 11-07-2024 – 11-07-2026

- Work as a delivery driver in NOON Oct till now.

Skills and Expertise

- Writing and verbal communication
- Document preparation, maintaining records.
- Time management, problem-solving abilities.
- Teamwork, collaboration, Adaptability and flexibility.
- Knowledge of computer, Ms Office, data entry, e Quip, Coupa.
- Procurement activity coordination

LANGUAGE

ENGLISH, URDU, PASHTO