**CURRICULUM VITAE**

**Mr. Abdulrehman**

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## Logistics Assistant

Objective:

To further enhance and share my knowledge and skills in the field of work that I'm applying with and used it as a guiding principle to the growth of the company.
Position applying: / Warehouse Logistic Coordinator Data Encoder/ Forklift Driver

Personal Details

* Date of birth : 27.07.1991
* Gender : Male
* Religion : Muslim
* Nationality : Pakistani
* Marital Status : Single
* Languages Known : English, Urdu& Hindi
* Visa Status : Visit

Working Experience

* i was working as a Logistic Assistant in Louis Vuitton Logistics FZE, Jebel Ali Free Zone, Dubai, UAE from 15.02.2014 to 15.08.2016.

**Job Description:**
• Conduct general inventory of production and warehouse stocks.
• Material documentation using latest version of windows.
• Supplying of raw materials to the production.
• Encoding of incoming materials through Microsoft Axapta program.
• Encoding of outgoing finished materials for shipping and deliveries.
• By making sure that the printed sticker is match to quality of the line.
• Make it certain that the printed slip label is match to the quality of the line.
• Always double checked the sticker and the slip label before you handed to the operator.
• Always be aware and observant in registering output to avoid wrong registration.

● Checking the materials or product running in the line such as master batches.
● Submitting samples of product to quality control personnel everyday at the start of the shift for testing.
●Maintain the area and equipment in clean state at all times.

**Strength and Skills**
• with excellent communication, interpersonal, listening and managements skills
• High level of determination and dedication to achieve best result
• Can work with minimum supervision on multi-task
• Trained to work under pressure/deadline
• with technical knowledge in group leading
• Matured, responsible, disciplined and hard working
• Strong determination and patience

Educational Qualification

* High School A Grade

**Skills:**

I have two and half years of knowledge in in-bound, out-bound shipment handling and material documentation, Inventory infolog , ms office and driving forklift light vehicles.

Declaration

I hereby declare that the above furnished details are true to the best of my knowledge and belief.