**MUHAMMAD Faiz Hadij**

**Mobile: +966 546044203**

**Nationality: Pakistani**

**Address: AZAZIA, JEDDAH**

**Carrier objective: - Currently working as teleclerk in SBT SENDDEX. Leading transportation, warehousing, and logistics service provider in KSA. I am mainly responsible for planning and dispatching pick up and deliveries, stock management & logistics**

**Professional Experience:**

**SBT (SENDDEX) TRANSPORT & LOGESTICS**

**Saudi Bulk Transport (SENDDEX) is Leading transportation, warehousing, and logistics service provider in KSA.**

**TELECLERK & STORE CLERK (SENDDEX) (2023 TO TILL DATE)**

* **1 year experience in marketing (sales & purchase) at sanabel al Amal Jeddah**
* **Track, trace and updates the status of incoming and outgoing shipments in shipsy**
* **Job Description**
* Receive and inspect incoming shipments at the warehouse
* Managing incoming and outgoing shipments of goods, ensuring that the correct items are received, stored, and dispatched efficiently
* Scan and restock returned merchandise from the stores back into warehouse stock
* keeping records and maintaining inventory
* Ensuring accuracy in recording and counting to avoid mistakes.

Preparing products for shipping by packaging assembling boxes, and labeling packages

Planning and dispatching pick-up and delivery.

* Managing inventory, organizing and maintaining stock, receiving and dispatching goods, keeping records of transactions, and ensuring the smooth operation of a store or warehouse.
* Identifies items and containers of incoming and outgoing shipments and verifies them against consignment records.
* Ensures outgoing shipments are in good condition and meet specifications.
* Arranges internal distribution of goods received.
* Coordinate the loading/unloading of truck
* Verify and track received shipment and complete reports and logs.
* **EDUCATION QUALIFICATION:**

Computer Diploma – 06 Moths (MS- Office)

B- Category (Pharmacy Technician) Part-1 (Completed)

INTERMEDIATE

**COMMUNICATION SKILLS: -**

* ARABIC
* URDU
* ENGLISH