

ASIF JAVED

UAE DRIVING LICENSE

10 Years UAE Experience

Visa
Email
Voice

Employment
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CAREER SUMMARY

Ten years of UAE experience in Warehousing/ Store management, Concrete Lab Technician and General Administration.

At present serving in Top Concretes Factory Sharjah UAE as Warehouse Supervisor since March 2016.

STRENGTH & SKILLS

- Supply Chain & Logistics
- Warehousing
- Material Forecasting
- Operations
- General Administration
- Lab Testing and material analysis

WAREHOUSE INCHARGE / LAB TECHNICIAN

JULY 2012 TO TILL DATE

Top Concrete Factory Sharjah, UAE

(Operating the Main Store for Concrete Production Factory)

- **Receive, distribute and maintain adequate quantities** of stocks at all times with FIFO Method.
- **Check incoming materials** for quality and quantity against invoices, purchase orders and packing slips or other documents.
- **Raise purchase request** well in advance about the items that reach the re- order level to order from supplies.
- **Review physical inventories** periodically or when required.
- **Planning and monitoring** the storage, delivery and dispatch of orders.
- **Preparing Delivery Notes** of all out going items and supervising safe loading and offloading of shipments.
- **Hands on experience in ERP system**, ability to input, retrieves and analyzes data.
- **Keeping stock control systems up to date**, preparing stock reports weekly, monthly or when required.
- **Integrate** with Purchasing, Engineering, Projects and Sales.
- **Allocate items** immediately after order booking and raising purchase requests if required.
- **Disposes of expired and waste stock** according to the current procedure.
- Worked as **Quality Controller** in concrete production factory.
- **Sieve analysis** of Materials of type 3/8,3/4, 3/16
- **Water absorption test**
- **Hollow black compression test**
- KB Concrete Cube, Interlock, Paving blocks, Solid block and Insulation Block Test
- **Generating report of all tests** for QC requirement as well as for ministry check.

ACADEMIC QUALIFICATION

Particulars	Institute	Year
Postgraduate in Supply Chain Management	Preston University Islamabad, Pakistan	2024
Bachelor of Arts	Punjab University Lahore, Pakistan	2003