



## Professional Summary



Experienced in order fulfillment, packaging, stocking, inventory handling, with highly adaptable manual labor and multitasking abilities. Backed by a master's degree and sound computer navigation skills including familiarity with warehouse equipment and software like ERP platforms and SAP WMS. Adept at balancing manual tasks with clerical and back-office functions to ensure seamless and efficient operations. Fluent in English, I am open to diverse warehouse roles across EU countries, bringing adaptability and a strong team ethic to fast-paced environments.

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Hyderabad, India



## Professional Conduct

- **Demonstrates** full commitment to responsibilities
- **Welcomes** feedback and pursues continuous improvement
- **Adapts** swiftly to new roles and work environments
- **Pays** attention to the detail with accuracy and learns with agility
- **Approaches** challenges with a positive, solution-oriented attitude
- **Collaborates** effectively within team settings and follows instructions with precision



## Office Automation Skills

- Effective user of **MS-Word, MS-Excel, MS-PowerPoint**
- Capable of installing application and system software
- Daily user of printer, facsimile machine, scanner
- Typing speed: 40 wpm in English



## English Language Literacy

- **Speaking** : Competent user
- **Writing** : Excellent User
- **Listing** : Very Good User
- **Reading** : Very Good User



## Core Competencies

- **Skilled in manual dexterity** and hand-eye coordination and multitasking
- High **physical endurance** for prolonged and repetitive activities
- Proficient in navigating **diverse computer applications** and digital tools
- Well-rounded in **office protocols, with refined professional etiquette**
- Unwavering commitment to uphold high values of **conduct, reliability, teamwork, and professionalism**



## Current Employment

Hyderabad Logistics Park since Dec 2021 to present  
**WAREHOUSE ASSISTANT** Full Time



Proactively assist across the full spectrum of warehouse operations, encompassing:

### Clerical Support & Systems Operations

- Maintain inventory using ERP/SAP WMS; track stock via barcode/RFID
- Manage shipment documentation and audit-ready records
- Perform cycle counts, reconcile discrepancies, and update SKUs

### Receiving & Inspection

- Verify deliveries, prepare reports, and support low-stock replenishment
- Unload, inspect, classify, label, and store shipments using equipment.
- Identify discrepancies or damage and organize inventory accordingly

### Order Fulfillment & Dispatch

- Pick, pack, and label merchandise accordingly; outbound documents
- Ensure order accuracy through visual, quantity, and quality checks
- Coordinate dispatch schedules, label shipments, and track delivery status

### Equipment Operation & Material Handling

- Operate forklifts, pallet jacks, EPTs, walkie stackers, and handling tools
- Perform daily safety checks and report mechanical issue promptly

### Facility Maintenance

- Support in organizing shelves and work zones to improve space flow
- Report infrastructure or safety issues to supervisors

### Compliance, Housekeeping & Safety

- Follow OSHA-aligned protocols, wear PPE, and uphold safety standards
- Maintain a clean, hazard-free environment and participate in safety drills

### Physically Demanding Tasks

- Lift items up to 30 kg; perform repetitive tasks with precision and speed
- Assist with restocking, palletizing, and high-volume inventory flow

### Team Collaboration & Communication

- Coordinate tasks with logistics, receiving, and dispatch teams
- Support shift handovers and assist in onboarding new hires



## Area of Realms

- Writing
- Reading
- Translating



## Personal Info

- Father Name**  
Mohammad Hamed Hussain
- Marital Status**  
Single
- Sex**  
Male
- Nationality**  
Indian



## Passport Info

- Passport No**  
N5993664
- Date of Issue**  
21/12/2015
- Date of Expiry**  
20/12/2025



## Mailing Address

19-03-552/A, Gazibanda, Ali Nagar, Jahanuma Road Hyderabad. 500053 T. S. INDIA



## Leisure Pursuit

- Outdoor activities
- Gaming
- Traveling
- Cooking



## Current Employment

Alliance Holding since July 2008 to Nov. 2021  
**OFFICE ASSISTANT** Full Time



Accomplishments  
Mentored two interns who transitioned to full-time roles.



Admin and Clerical  
Provided optimal admin and clerical support to senior officials and staff, but not limited to the followings:

- Admin is to everything from storing to retrieving, transmitting and distributing documents, plus writing correspondence, minutes, reports and tailoring other materials.
- Effectively, engage in end-to-end multi-task with prioritizing and planning to meet the tight deadlines.
- Communicated with clients and staff to maintain smooth office operations



## Previous Employment

Iqbal Academy since May 2003 to 2008  
**OFFICE ASSISTANT** Full Time



Accomplishments  
Streamlined office efficacy by redesigning digital/manual filing system



Admin Support  
Key administrative responsibilities:

- Coordinated meetings, prepared agendas, and transcribed minutes
- Autonomously administered paperwork, emails, reports, and mail
- Designed PP presentations for events, promotions, and meetings
- Managed office budgeting, inventory, and procurement tasks



Clerical Support

- Handled multifaceted tasks, including:
  - Updated contacts databases on computer.
  - Performed minor DTP work and other clerical jobs for various tasks.
  - Data entry, audio typing and other clerical tasks.



Automation Support

- Regularly used the following applications and equipment:
  - MS-Word, MS-PowerPoint, MS-Excel, photocopier & scanner.



## Scholastic Attainment

Education Level	Course Title & Major	Institution Name & Place	%	year
Master's Degree	Master of Art (M.A.) (Translation Studies)	MANUU (Hyd. India)	70%	April 2008
Bachelor's Degree	Bachelor Arts (B.A.) (Economics)	Osmania University (Hyd. India)	55%	April 2003
Diploma	Diploma in Computer Application (D.C.A)	Urdu Academy (Hyd. India)	60%	2000