

Synopsis of Resume of

Kamran Rafique

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Objective

Like to provide excellent service to a progressive industrial, telecom, contracting or manufacturing organization.

Vital Experience

Nov/20 – Present	Al Khayyat Investment DIP-1. Warehouse Admin
Jun/18 – Jan/20	Trumax Group Dubai. Warehouse Assistant
Dec/17–Mar/18	B.P.O Customer Care Islamabad. Outbound sales agent
Dec/15 – Sep/17	Yescon constructing Pvt. Limited. Q.A/Q.C Engineer.

Detailed Experience

From Nov 2020 – present

Al Khayyat Investment DIP-1 – Dubai

Warehouse Admin

Working in **Alphamed Drug Store** as a **Warehouse Admin** following are my duties and responsibilities.

- Plan shipments based on product availability and customer requests
- Track orders to ensure timely deliveries
- Prepare shipping documents (like invoices, purchase orders and bills of lading)
- Coordinate our supply chain procedures to maximize quality of delivery
- Schedule shifts for our drivers and warehouse staff
- Maintain updated records of orders, suppliers and customers
- Oversee the levels of our warehouse stock and place orders as needed
- Provide information to customers about the status of their orders.

Loaner Operations.

- Handling the Stryker's Orthopedic instruments of Recon, Trauma & Spine Division.
- surgery booking by the mail pick the items from different location and then preparing and Q.c of delivery.
- Send the items on the Loaner Basis for Surgeries.

- Doing the inventory Transactions on (Manhattan WMS) to the Un-Bill (INT-LOANER) location.
- Used items Billed on Oracle and the rest items will be checked and take them back from the Un-Bill (INT-LOANER) location to their normal Location.

From Jun 2018 – June 2020

Trumax Group – Dubai

Warehouse Assistant.

Working in **Alphamed Drug Store** as a **Warehouse Assistant** following are my duties and responsibilities.

- Move inventory and materials across facilities.
- Sort, organize and store inventory in the proper location.
- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to supervisors.
- Update logs and documentation for inventory processing.
- Move materials from facilities to workstations, pick-up locations, or other locations.
- Ensure workspace is free of debris and remove safety hazards from aisles.
- Work as an active team member to complete team goals.

From Dec 2017 – Mar 2018

B.P.O Customer care Islamabad.

Outbound sales Agent;

A Project of American Senior's Benefit Insurance Policy (Final Expense).

- Working on a project of senior benefit insurance policy including final expense.
- Use product knowledge to showcase the solutions that our company can offer to prospects.
- Up sell additional products as need arises.
- I was working on my station to solve the customer issues.
- Attend networking events, community events and hearings to generate leads.
- Contact prospective customers by both telephone and email.
- Market Research to develop warm leads
- Vet lead list for warm and cold leads.
- Identify prospects that fit the target demographic.
- Recruitment of staff according to the company policy to fill vacant positions
- Take care of the floor and resolve issues of staff
- Implementation of company policies to ensue congenial working environment and discipline at Lead room premises

From Dec 2015 – Sep 2018

Yescon Constructing Pvt. Limited – Pakistan

QA/QC Engineer.

Project of military engineering services.

- Reporting to Resident Engineer
- Prepared and submit engineer monthly quality dashboard to Employer.

- Review and check the contractor monthly quality dashboard then submit to Employer.
- Prepared and Submit Engineer Project Quality Plan to Employer/Client for approval.
- Providing administrative support as needed.
- Review the contractor project quality plan then forward to Employer/Client for final approval.
- Coordinate to the contractor with regards to the ongoing inspection works.
- To ensure all equipment used in site have valid Calibration.
- Raising SOR and NCR based on the PQP for control of nonconforming works and products.
- Monitor site work ongoing and completed activities.
- Coordinating with other trade and discipline such as Water, MEP & Safety to avoid construction conflict of the on-going activities.

Qualifications

2013	Safety Officer Academy of Global Technologies – Rawalpindi
2012	Civil Engineering Sargodha Institute of Technology– Sargodha
2009	Commerce Studies Govt Commerce College– Sargodha

PERSONAL DETAILS

Name:	Kamran Rafique
Father's Name:	Muhammad Rafique
Date of birth:	June 29, 1991
Nationality:	Pakistani
Visa status:	Employment Visa
Marital Status:	Married
Language:	Urdu, Hindi , English & Punjabi
Skills:	Communication, Presentation, Teamwork Adaptable Personality, Computer Skills