

# Engr. Mohammad Faisal Munir

Passport / Nationality: **PAKISTAN**

Visa Status: Residence Visa

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## SUMMARY

Highly accomplished and results-oriented individual with a strong educational background and experience. Demonstrated leadership in a fast-paced environment with successful project delivery, and operational excellence ensuring both quality and timeliness also elevated productivity through streamlined processes.

I am looking for a successful career with a reputed organization that offers challenging work, environment, and growth opportunities. I am a talented, ambitious, hardworking individual, with excellent communication and problem-solving skills. Technical knowledge, along with leadership abilities, makes me the ideal resource.

## WORK EXPERIENCE

### Core Colleague (Warehouse/DS Assistant)

Noon.com (E-Commerce), Dubai, United Arab Emirates

**Oct 2023 – Present**

#### Responsibilities:

- Supervise warehouse operations by leading a team of associates, assigning tasks (receiving, picking & packing), planning daily targets & manpower allocation, and closely monitoring task completion.
- Collaborate with cross-functional teams to ensure swift resolution of customer inquiries, complaints, and order fulfilment issues.
- Ensuring speed and accuracy in order **picking** and prioritizing timely fulfilment of orders for customers.
- Ensure safe and secure **packing** of picked items by adhering to company packaging guidelines by segregating food and non-food items according to standard procedures.
- Responsible for receiving **inbound** deliveries, verifying quantities and conditions against purchase orders, uploading (Invoice, ASN, LPO) and updating the system. Collaborate with suppliers and vendors to coordinate deliveries, and RTVs and resolve any discrepancies.
- **Put away** TXW receiving and inbound goods according to location guidelines, ensuring efficient retrieval, FIFO compliance and adherence to food handling safety protocols.
- Maintain accurate **inventory** levels by conducting regular stock takes (Stock verification), resolving discrepancies promptly, and utilizing WMS for real-time inventory tracking and adjustments.
- Implement **quality control** procedures by performing regular inspections of received and stored products, identifying and reporting discrepancies, and systematic disposal of expired or damaged items.
- Manage daily dark store operations with diligence and adherence to company logistics protocols (rules, SOPs, P&Ps, KPIs)
- Ensure a safe dark store environment by enforcing company safety protocols and promoting safe work practices.

#### Achievements;

- Achieve on-time delivery rate by implementing improved order fulfilment procedures and streamlining picking processes by successfully implementing a warehouse management system.

### Assistant Manager Administrative

Sterling Engineering and Construction Company *Lahore, Pakistan*

**Feb 2021 – Jan 2023**

#### Administrative Support;

- Provides administrative support and assistance to executives, managers and teams.
- Arranges meetings, appointments and conferences for executives, departments and clients.
- Drafting and formatting documents, memos, and reports

- Arranging travel plans, and bookings, accommodations, and transportation for executives or teams.
- Manage and organize incoming and outgoing emails, answering phone calls ensuring timely response.

#### Data Entry & Bookkeeping;

- Responsible for the bookkeeping of daily & monthly Income/Expenses.
- Responsible for drafting & preparing invoices, BOQs, Quotations, and Purchase orders, ensuring accuracy and compliance with organizational standards.
- Maintain accurate and up-to-date records by entering data into spreadsheets and databases.

#### Achievements;

- Increase productivity and operational efficiency by streamlining processes.
- Successfully digitalized company records, creating a centralized database for enhanced accessibility.

#### Landscape-Irrigation Design Engineer (Internee)

Hydromech Corporation *Lahore, Pakistan*

**Oct 2020 – Jan 2021**

#### Responsibilities:

- Assisted in the development of project plans and schedules, ensuring client requirements.
- Designing high-efficiency irrigation systems (Drip and Sprinkler) for farms, gardens, and landscapes.
- Preparing Bills of Quantities and project reports.
- Supervise the material movement, distribution, and installation of the project.

## EDUCATION

### **B.Sc. Agricultural Engineering**

Bahauddin Zakariya University, Multan, Pakistan

**2016 –2020**

PEC Registration Number: **AGRI/06219**

## COURSES & CERTIFICATES

- **English** language proficiency certificate. (BZU)
- Introduction to **bookkeeping** and **accounting**. (The Open University)
- Engineering Project Management: Scope, Time and Cost Management. (Rice University, Coursera)
- Inventory Management, Logistic Management and Supply Chain. (Great Learning Academy)
- Creating a **Budget and Financial Statement** using **Microsoft Excel**. (Coursera)
- Introduction to **Data Analysis** using **Microsoft Excel**. (Coursera)

## SOFTWARE / SKILLS

#### Skills:

Project Management | Cost analysis & Budgeting | Communication & Collaboration | Adaptability | Team Management | Active listening | Time Management | Customer Service (CRM) | Bookkeeping | Warehouse Operations & Management (WMS) | Fulfillment Operations | Inventory Management | Logistics Coordination | Problem-solving | Safety Compliance | Vendor Management | Process Improvement

#### Software:

Microsoft Office 365 | MS Excel | Google Spreadsheets | Google Docs | Calendar's | Microsoft Project | Box | Octoparse | Canva | Outlook | Gmail | Quick Books | Xero | Geographic Information System (GIS)

## LANGUAGES

- ENGLISH (Professional working proficiency)
- URDU/HINDI (Native)

## INTERESTS

History | Cricket | Table Tennis | Movies | Travelling