

**Aman Khan**

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**Mobile:0097466623430**

**Doha Qatar Age:46 yrs.**



**EDUCATION:**

**1996 HSSC FG DEGREE COLLEGE PESHAWAR CANTT PAKISTAN**

**1994 SSC GHAZALI PUBLIC SCHOOL PESHAWAR PAKISTAN**

**Objectives & Skills:**

To work in a dynamic institution, organization where efforts are recognized and rewarded through elevation in status and where ample opportunities for learning and career advancement exist.

- Communications skill (verbal/written/listening)
- Computer skills: Windows, Word, Excel and Internet applications
- Customer service/Quality assurance
- Organizational/Project Leadership
- Research and problem solving
- Negotiations & proactive persuasion skills
- Presentation public speaking skills

**Summary of Competencies:**

Goal oriented, analytical approach, quick learner, adjustable team worker. Can successfully work in challenging situations, good verbal and written communication skills, can doc attitude.

**Employment Experience:**

➤ **31<sup>st</sup> May 2022 till Now**

**Widam Food Qatar**

Working as Warehouse Coordinator in Supply Chain Department, ensure that all materials and products needed to run the business are acquired, processed, stored, and delivered in a timely manner. plan and implement logistical strategy, oversee product storage, handling and distribution ensuring targets are met.

➤ **20th June 2016- Dec 2021**

**Self Employed at Kids Garments Shop**

- **24th January 2011- 31st Dec 2015**

### **Ocado Limited – CFC Coordinators (UK)**

#### **Responsibilities:**

Housekeeping and Hygiene, Labour allocation and Control of hours, Ensure Health and safety of the workers and to practice SOP. Communication & Engagement, Motivation & Morale, Process and quality compliance.

- **16th July 2010- 23rd January 2011**

### **Pertemps.Co.Uk (MARKS AND SPENCER) – Warehouse Operative (UK)**

#### **Responsibilities:**

Voice picking both in ambient and chilled section in a fast-paced food warehouse delivering food to Marks and Spencer.

- **March 2007 – May 2009**

### **Haroon Tiles (PAK)**

#### **Responsibilities:**

Maintaining and increasing sales. Reaching the targets and goals set. Developing sales strategies and setting targets

- **October 2003 – February 2006**

### **Amazon.Co.Uk (UK)**

#### **Responsibilities:**

Receiving, Put Away, Picking, Packing, Customer Returns, worked in QC and Inventory department where the responsibilities were to keep the high standard of quality in all departments and to built the bridge between the department, responsible for stock checks and return the stock to Vendors.

#### **Achievements:**

- 15 years of warehouse experience
- Excellent attendance record
- computer literate and numerate
- good administration and record keeping experience