

YOUSEF HAIDAR

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SUMMARY

Motivated and detail-oriented warehouse and logistics professional with 2 years of hands-on experience in inventory control, shipping and receiving, order fulfillment, and warehouse operations. Skilled in coordinating logistics activities, maintaining accurate stock levels, and ensuring timely delivery of goods. Strong team player with excellent organizational and problem-solving skills, committed to efficiency, safety, and continuous improvement in all warehouse processes.

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Logistics Officer

SEP 2024 - Present

- Coordinate and monitor the movement of goods, materials, and equipment.
- Arrange transport for inbound and outbound shipments (air, sea, or land).
- Track deliveries to ensure timely arrival and resolve transportation issues or delays.
- Maintain relationships with freight forwarders, carriers, and customs agents.
- Oversee inventory levels and ensure accurate stock records.
- Support warehouse teams in receiving, storing, and dispatching materials.
- Conduct regular inventory checks and report discrepancies.
- Ensure proper documentation for all stock movements.
- Ensure that logistics activities align with project timelines and budgets.
- Prepare daily and monthly logistics reports for management review.
- Track and report transport costs to ensure cost-effectiveness.
- Monitor adherence to safety standards during handling and transportation of goods.
- Manage insurance claims for lost or damaged goods when necessary.
- Communicate with suppliers, transporters, and internal departments to coordinate logistics operations.
- Support planning and forecasting of future logistics requirements.
- Handle emergency logistics requests or urgent deliveries efficiently.

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Warehouse Counter administrator & Stock Controller

July 2023 - SEP 2024

- Monitor and maintain accurate inventory records in the system.
- Track stock movements, including incoming and outgoing goods.
- Ensure correct labeling, coding, and storage of all items.
- Maintain minimum and maximum stock levels to avoid shortages or overstocking.
- Supervise receiving, storage, and dispatching processes.
- Verify quantities and quality of goods received and issued.
- Coordinate with the logistics and procurement teams for timely stock replenishment.
- Record and file delivery notes, invoices, and stock issue forms.
- Follow up with suppliers or logistics providers regarding delayed or damaged deliveries.
- Assist in implementing warehouse management systems (WMS) and process improvements.
- Ensure warehouse operations comply with company policies and safety regulations.
- Report any unsafe conditions, damaged goods, or maintenance issues promptly.

EDUCATION

Bachelor's degree in Chemistry Science

2019 - 2023

University of Baghdad

TECHNICAL SKILLS

- Stock control and inventory tracking.
 - Cycle counting, stock reconciliation, and discrepancy resolution.
 - Warehouse layout planning and storage optimization.
 - Coordination of inbound/outbound shipments.
 - Transport planning and tracking.
 - Warehouse Management Systems (WMS).
 - Microsoft Excel.
 - ERP systems.
 - Preparing delivery notes, invoices, and stock movement reports
 - Maintaining accurate logistics and warehouse records
 - Generating operational and performance reports
 - Understanding of health, safety, and warehouse regulations
 - Handling hazardous or fragile materials safely
 - Problem-solving for stock discrepancies and shipment delays
 - Time management and workflow coordination
 - Basic knowledge of procurement and supply chain processes
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ADDITIONAL INFORMATION

- **Languages:** English (fluent), Arabic (Mother Language)
- Have a driving license (owns a car).
- Multi-tasking.
- Proficient in Microsoft Office.