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**Shijoy.150408@2freemail.com**

 ***AREA OF EXPERTISE***

* Warehouse Management
* Distribution
* Warehouse Administration
* Stock control
* Performance management
* Health & Safety
* Supply chain process
* Operational efficiencies
* Staff recruitment

***PROFESSIONAL***

**CLSCMP** (Certified Logistic & Supply Chain Management Professional) – AIBM, USA

Certificate in Logistics & Supply chain management –

Zabeel International Institute, UAE( KHDA, UAE Approved)

***PERSONAL SKILLS***

* Planning
* Ability to motivate a team
* Problem solving



**SHIJOY**

**WAREHOUSE Professional**

**PROFESSIONAL SYNOPSIS**

**An enthusiastic warehouse professional with drive, determination and proven ability to oversee the efficient receipt, storage and dispatch of wide range of goods. Having the necessary management skills required to administer, improve and develop a warehouse to achieve maximum efficiency, effectiveness and quality of service. A hardworking, pro-active individual with an upbeat positive attitude, who also has extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.**

**Currently looking for a management position the offers variety and the opportunity to develop both personally and professionally.**

**WORK EXPERIENCE**

**JBF RAK LLC., Ras Al Khaimah, United Arab Emirates.**

Responsible for planning out all warehouse resources & activities in relation to companies objectives & targets. Also keeping track of stock using computer system, allocation space for storing goods & organizing special requirements for stock.

Designation : Supervisor – Warehousing, Distribution

 and Documentation

Experience : Oct-2007 - Present

**Nature of duties and responsibilities:**

* Managing all processes and functions within a busy warehouse
* Organize to receive the SKUs (finished goods) in the warehouse
* Managing a team of up to 88 employees within the warehouse
* Ensure secure storage of them as against the production
* Manage to arrange the SKUs, order wise to ensure on time delivery
* Managing the flow of SKUs in system to ensure stock accuracy
* Ensure easy access of them in the warehouse to settle the orders on time
* Follow ups for loading schedule and dispatch of shipments
* Regular co-ordination with planning, scheduling, production team, transport co-coordinator and sales administration team in discharge of the orders.
* Producing incident and performance reports for senior managers
* Leading, motivating, training and developing staff.
* Updating & maintain computerized & paper based administrative records.
* Responsible for the disciplinary & grievance procedures.
* Ensuring compliance with all Health and safety regulations.
* Visiting clients to monitor the quality of service they are receiving

***PROFESSIONAL SYNOPSIS***

**Present Profile –**

Supervisor - Warehousing and Distribution and Documentation ,

**JBF RAK LLC.,**

**Ras Al Khaimah,UAE**

Oct-2007 - Present

**Previous Experiences –**

Warehouse Supervisor,

**Arc International Middle East, Ras Al Khaimah, UAE**

Jun-2005 to Sep-2007

**Store Supervisor,**

**Lanco Constructions Limited, Nerul, Navi Mumbai, India**

Oct-1999 to May-2005

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**Arc International Middle East, Ras Al Khaimah, United Arab Emirates.**

ARC International is the Worldwide Leader in Tableware, 100% family-owned Limited Liability Company with production locations in France, America, Spain, China & UAE. About 1400 tons per day of glass production or more than 5 million items produced daily (3400 per second). The company reported 11,500 employees and gross sales of €1.1 billion in 2010, reinvesting 3% of its turnover into research and development.

A portfolio of brands: Luminarc, Cristald 'Arques Paris, Arcoroc, Pyrex,Chef & Sommelier.

Designation : Warehouse Supervisor

Experience : Jun-2005 to Sep-2007

**Nature of duties and responsibilities:**

* Making schedules of materials to be issued as per production plans
* Issuance of materials, keeping record of materials issued
* Managing the treatment of breakages and output delivered to warehouse
* Organize for monthly statements of issue, efficiency etc
* To finalize the KPI reports and presentation on a monthly basis
* To supervise the packing section in the absence of packing supervisor
* Co-ordination of the various functions of the packing, production and supply chain especially warehousing, planning and scheduling activities
* Follow up of the orders with the planner and schedulers of SC department
* Prepare report of semi finished goods required for various orders
* To train and lead the APS (Arc Performance System) in warehouse

**Lanco Constructions Limited, Nerul, Navi Mumbai, India**

Lanco Construction Limited is one of the companies promoted by LANCO group based in Hyderabad, Andhra Pradesh, presently involved in Construction of Prestigious Residential, Commercial, Railway Station, Hospital and related Electrical projects in all over India.

Designation : **Store Supervisor**

Experience : Oct-1999 to May-2005

**Nature of duties and responsibilities:**

* Maintain the perpetual inventory system for stores ledger accounts
* Managing the stock levels and EOQ
* Ensure proper stores control through ABC and VED analysis
* Co-ordinate with purchase department regularly for purchase requisitions
* Managing the computerized Inventory Control System
* Receipts of stores, stocking and delivery, inventory control and verification
* Preparation of consumption reports



PROJECTS HANDLED

* SAP project at JBF RAK LLC –Played an instrumental role in all the projects requirements with the vender, internal departments and IT.
* Warehouse racking project at JBF RAK LLC – Handled the project with the initial estimation and design stage till the completion of the project

KEY SKILLS & COMPETENCIES

* Warehouse Management
* SAP-WM module
* Creative-optimistic-enthusiastic team player.
* Can perform under work pressure
* Staff training skill
* Excellent Organization and troubleshooting skills.
* ISO 9001:2008, 22004:2014, 14001-2015 & 18001: 2007 internal audit skills
* Excellent experience in Warehouse Management System
* Inventory Management and control with SAP
* Financial and cost control techniques
* Planning and execution of man power and resources (MHEs)
* Problem solving skills using why-shy and Fish bone analysis techniques
* Continuous improvement skills by PDCA systems
* Skill in VSM analysis, SOP finalization
* Analytical skills on data and KPIs

ACADEMIC QUALIFICATIONS

B.Com (Bachelor of Commerce) - Calicut University, India.

PROFESSIONAL QUALIFICATIONS

Certified Logistic & Supply Chain Management Professional – (**CLSCMP)** AIBM- USA

Certified Logistics & Supply chain management – Zabeel International Institute, UAE( KHDA, UAE Approved)

TECHNICAL QUALIFICATIONS

Diploma in computer Operation : MS Windows, MS Dos

Diploma in MS Office : MS Word, MS Excel

Presentation : Power point

Data Base : FoxPro

Net working : Internet, Email

ERP Software : SAP – (MM & SD)

 Oracle – ORION E-Business suit