CURRICULUM VITAE

#### OBJECTIVE

I believe my aptitude and educational knowledge will equip me to substantially contribute to the company's further advancement, growth and development. Also I am willing to undergo whatever transitional training you may deem necessary to hone of my potentials that will make me an asset of your company.

**INTERPERSONAL SKILLS**

* Hardworking, Resourceful, Fast learner, Determined, Self motivated Possessed leadership quality.

**CAREER EXPERIENCE**

**Organization : Weatherford**

**Designation : Warehouse In charge**

**Location : Oil field supply centerDubai**

**Period : Sep 2014 to April 2015**

**Duties and Responsibilities:**

* Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
* Moves inventory by scheduling materials to be moved to and from warehouse. Coordinating inventory transfers with related departments.
* Completes warehouse operational requirements by scheduling and assigning employees, following up on work results.
* Motivating, organizing and encouraging teamwork within the workforce to ensure set productivity targets are met
* Carrying out responsibilities for the use of automated and computerized systems
* Contributes to team effort by accomplishing related results as needed.
* Controls inventory levels by conducting physical counts. Reconciling with data storage system.
* Keeping stock control systems up to date and making sure inventories are accurate
* Producing regular reports and statistics on a daily, weekly and monthly basis
* Using space and mechanical handling equipment efficiently and making sure quality and environmental objectives are met

**CAREER EXPERIENCE**

**Organization : E-Freight International, Member of Able Logistics**

**Designation : Operation Assistant**

**Location : Jebel Ali Free zone, UAE**

**Period : Oct 2010 to Aug 2014**

**Duties and Responsibilities:**

* Supervision of all staff under my direct or indirect control.
* Administration duties as required to ensure daily KPI performance is achieved.
* Managing inbound outbound activities.
* Manage inventory accuracy through monitoring of daily warehouse activities, cycle counts, stock takes.
* Coordinate efficient operation of the warehouse.
* Utilizes material handling equipment such as forklifts, etc.
* Maintaining the Picking and packing activities using Flotilla software.
* Monitoring goods delivery.
* Making GRN & GDN using Flotilla Software.
* Reporting to management of all kind of warehousing activities.
* Co-ordinate with shipping lines.
* Making Bill of entry for Import & Export.

**CAREER EXPERIENCE**

**Organization : Logix Fzco. M.H.Alshaya Group**

**Designation : Warehouse assistant / Inventory controller**

**Location : Dubai.**

**Period : Oct 2008 to Sep 2010**

**Duties and Responsibilities:**

* Receiving shipments from different suppliers using Warehouse Management System (WMS) Software.
* Identifies duplicate items and coordinates consolidation activities and/or disposal of surplus items.
* Monitoring the availability of stock, making appropriate arrangements to ensure on time deliveries.
* Completing target as per the given ASN number.
* Managing error items and investigates
* Execute Bin transfers to consolidated stocks.
* Stock the items on its allocated location.
* Conducted stocktaking cycle count and inventory Management of warehouse items.
* Pick the items against the picking list.
* Using RF (Radio Frequency) Scanner.
* Packing against the pick list.
* Good knowledge in packing DG materials.
* Palletizing the packed boxes and Dispatch to the customers
* Stock taken by brand wise.

**OTHER SKILLS:**

* Warehouse management System (Manhattan Associates – UK), (MH Alshaya)
* JD Edwards 9.1 (Weatherford)
* Knowledge of Flotilla software.
* Knowledge of computer, proficiency in M/S Office & Internet.
* Knowledge of using RF Scanner as well as the warehouse management software.
* Ability to do Receiving, Picking, Packing, Put away.
* Having the experience of dealing with body care items, fashion, personal care, hardware.

**HOME COUNTRY WORK EXPERIENCE:**

Worked in several stores and trading Companies for a period of 2 years [2005 -2007].

### ACADEMICAL QUALIFICATION

(1998 – 2000) Higher Secondary School

**PERSONAL DETAILS:**

Gender : Male

Nationality : Indian

Date of Birth : 14/07/1982

Place of Birth : India.

Marital Status : Married

Languages Known : English, Tamil, Hindi and Malayalam

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