**First Name of Application CV No 1624176**

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**CARRIER OBJECTIVE:**

To possess a good position in the organization with a dynamic work sphere to extract my inherent skills as a professional and to develop my aptitude and also to attain my carrier targets in progress.

**Work Experience:**

Working in **Alshaali Industries,(UAE,Ajman)** as Warehouse InCharge ( November 2015 to Present ),AS Industries, the Specialized Aluminum Extrusion plant established in 2002 . The plant is producing as average of 12,000 tons of aluminum profiles per year, such profiles are used for variously over the constructions, manufacturing and fabrication fields.

**Job Responsibilities:**

* Train, develop and supervise daily operations to the Warehouse teams.
* Materials are packed according to packing specifications which minimize product damage, support productivity and minimize cost/waste.
* Work in progress and finished goods material is properly identified and labeled.
* Maintain stock movements record and inventory control of all finished goods material. Ensure that all loaded material has the correct paperwork for shipment.
* Materials are stored and allocated in safe Manner as per Global Code.
* Organize the placement of delivery trucks for loading (third party and own trucks) to maximize loading capacity and delivery efficiency.
* Manage the offloading of billet trucks from the raw material supplier and storage in the appropriate area.
* Assist in offloading large maintenance items or similar as required and storage in the appropriate area.
* Ensure that fork lift trucks and trucks are maintained in a good condition.
* Verbal and written reporting of any relevant activities as required by the Company.
* Support developing and maintaining of quality, environmental and safety procedures and certification.
* Ensure that any customer samples and paperwork received from the production area are properly identified and stored in the designated place.
* Working with all departments in order to respect the schedule and to deliver the appropriate service level to the customers.
* Reporting to the Manager and keeping him informed of all packing, warehouse and loading related activities.
* Support in ensuring all HSE rules and regulations are complied with for employees and visitors alike.
* Generating Sales Invoice / Delivery Note with Proper details.
* Responsible for the housekeeping of the packing, warehouse and yard area, including weighbridge.
* Work with production and planning supervision to improve material management and order planning through the departments, including raising any quality issues immediately.
* Work with the sales department in coordinating deliveries to customers or subcontractors.
* Reporting to the Manager, the position involves supervising the Warehouse Team developing skills and capabilities that maximize productivity in the departments.
* Delivering products with the required quantity and quality.
* Maintain complete records of inventory of finished goods materials as well as tracking of material movements for customers and subcontractors.
* Ensure that material is packed and loaded in a timely and efficient manner and able to meet customers' expectations.
* Purchasing and maintain record for the consumable products.
* Handling and Storage of Profiles received in proper manner as per SOP and it's preservation
* Location mapping for the Products as per Global code.
* Preparation of Periodic MIS reports to HOD.

Worked in **Parekh** **Integrated Services Pvt. Ltd,(Chennai) / CSA of Alcon, a Novartis Company** as Warehouse InCharge (November 2011 to November 2015 ) . PISPL is the 3PL warehousing facilities with Storage and Distribution, Freight Forwarding, Transportation, Information Technology & Other Value Added Services.

**Job Responsibilities:**

* DSMR – Physical stock verification and updating in System.
* Supervising of the STN’s to other locations.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Ensure zero stock variance book stock vs physical stock ( Including batch\lot\serial )
* Monitor Picking & Packing of outward stocks.
* Ensure NO Difference outward document vs picked stock and pre caution taken to avoid the in transit damage before dispatching the stock to customers / Branches.
* Sending request to central Warehouse for Nil Stock / Minimum stock requirements.
* STN Processing and dispatch confirmation to Inventory team / Branches.
* SIT IN and SIT OUT monitoring.
* Maintaining Promotional materials.
* Inward stock receipt, physical verification and GRN entered in system on time.
* Near expiry / Damage / Expired stock clearance from fresh stock. Maintain Records.
* Weekly / Monthly physical stock verification and maintain records.
* Supervising of the Propak kitting.
* Organize and conduct appropriate training for warehouse personnel
* Monitor and maintain all shop floor supplies for warehouse operations
* Liaising with shipping section to ensure shipments are completed on time
* Maintain proper warehouse documentation and filing system
* Strong interpersonal, communication skills and ability to interact with people at all levels
* Ensure material-handling equipments are maintained in good conditions.
* To lead in motivating and reinforcing expected Environmental protection, Health and Safety attitude and behavior in Colleagues to provide a safe
* Stock arrangement as per FEFO with proper housekeeping and updating the location tracker in system
* Maintaining inventory levels to meet the business requirement.
* Supervising of the Import/Export Materials.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Supervising on Packaging and labeling products before they are dispatched.
* Supervising on the stocks arrangement.
* Coordinating with the vendors for purchasing various materials to be used for warehouse purpose.
* Supervising on the Bulk Indent process & dispatch.
* The ability to work under pressure and meet deadlines
* Storing stock away safely.
* Planning and scheduling the meetings with the team members for different activities that are related to the Warehouse Operation
* Sending MIS Reports to HOD.

Worked in **Sayanora Info Serve Pvt.Ltd,(Chennai**) as Data Operator & System Administrator (October 2009 to November 2011).Sayanora Info Serve is a MNC undertaking US Projects and Domestic Projects to provide total service related to the projects.

**Job Responsibilities:**

* To make Outbound Calls to the customers.
* Convince them to accept the Payday Loan.
* To finish all the formalities related to the Loan.
* Data Entries Related to Form Filling Projects.
* Taking Care of OCR Clean Up Database.
* Verify the Captcha Image Database in Server.
* File Upload from Client to Main Server.

EDUCATIONAL QUALIFICATIONS:

|  |  |  |
| --- | --- | --- |
| Qualification | University / Board | Month & Year |
| B.A  | Tamilnadu Open University | June - 2015 |
| Diploma in Mechanical Engineering  | A.M.K Technological Polytechnic College | March 2010 |
| S.S.L.C | Kalaimagal Matriculation Higher Sec School | March 2007 |

**Personal Skills:**

* Comprehensive problem solving abilities.
* Ability to deal with people with diplomacy.
* Proactive and decision making capabilities.
* The ability to work under pressure and meet deadlines

**Technical Skills:**

* Well versed in Windows XP, Vista & Windows 7.
* MS Office 2007.
* Knowledge in Networking & System Admin.

**Languages Known:**

English & Tamil to read, write & speak.

**Personal Profile:**

Date of Birth : 18th December 1991

Sex : Male

Marital Status : Single

Nationality : Indian