**First Name of Application CV No:** **1651938**

Whatsapp Mobile: +971504753686



**Carrier Objective:**

**Carrier Objective**

To be placed in an organisation where managerial goals are achieved quite professionally

**Educational Qualification:**

**.M.com degree from Annamalai University, Tamilnadu.**

**.B.com degree from University of Calicut, Kerala-2006.**

**.Plus Two( Commerce) Certificate from Higher Secondary Educational Board -2003.**

**Warehouse Coordinator - AGL COCA-COLA , UAE Jun - 2011 Present**

**Departement- Logistics and Supply Chain.**

 **Working on SAP (System Application Program) R/3 Enterprise Edition**

* Ensure effective shipment of finished products through proper planning and accurate documentation while guaranteeing an efficient cost effective process.
* Supervise and execute all inbound and outbound activities of Warehouse when the concerned in charge is not in his seat.
* Control and maintain the Warehouse Inventory of finished products in order to ensure that minimum quantities remain at the warehouse at any given point in time: adhere to all policies and procedures related to product age and quality.
* Reconcile the inventory variances in accordance to the daily stock count
* Monitor monthly stocktaking to ensure accurate counting of all stock and timely updating of reports.
* Direct the daily housekeeping and maintenance activities conducted within the warehouse in order to ensure compliance with the local authorities hygiene rules and regulations
* Ensure compliance with all applicable regulations food safety.
* Executive the day to day activities of the warehouse
* Ensure system process/confirmation is in line with physical movements.
* Ensure on time dispatches and on time documentation of all deliveries/orders
* Daily Updating the dispatch Summery
* Daily wise Preparing the Date Chart report
* Daily Physical Counting FG and RM Verifying the Excel and SAP
* Maintaining the RM and Syrup Consumption report
* Daily entering the Production Order confirmation only for RM
* To ensure on time & proper documentation/updates of KPI and other reports maintained.
* Manage and execute all safety and security of warehouse and day to day operations.
* Direct the daily housekeeping and maintenance activities conducted within the warehouse in order to ensure compliance with the local authorities hygiene rules and regulations
* Supervise and execute all inbound and outbound activities of Warehouse

**Data Entry Coordinator Plant** from April 2010 to May 2011

Department-Logistics and Supply Chain

**Working on SAP (System Application Program) R/3 Enterprise Edition**

* Every day Production Order Confirmation FG and RM
* Daily Verifying the System Stock and Physical Stock
* Daily investigate the stock variance
* Verification of Material Issues
* Ensure the Accuracy and Integrity of the BOM list
* Preparing the BOM changes and BOM creations
* Daily Updating the PRS Report
* Prepare and Forward FG Availability Report
* Monitor Material Yields and notify the Plant Manager

**Assistant Accountant** from July 2006 to Jan 2009

**M/S Accounts and Accounts Contractors India**

* Controlling of overall Accounting and financial matters
* Handling and Maintaining Accounting Up to finalization
* Preparation of year ending Schedules and Accounts for Audit
* Reconciliation of Bank H.O, Debtors, Creditors and Stock
* All kinds of Bank Transactions
* Maintaining Purchase and sales including Stock register
* Filing of sales Tax returns

**Computer Literacy:**

.Proficient knowledge in Ms-Office

. Basic knowledge in Basis

.SAP –WM, MM and PP Excellent knowledge.

.Basic knowledge Tally7.2, 9.

.Peachtree, Decease, Tata EX-NGN

**Strengths**

* Ability to prioritize, multi-task and detailed oriented, Effective verbal and written communication skills. Analytical problem solver and procedures to optimize efficiency.

**Personal Details:**

* Date of Birth : 06-Nov-1984
* Gender : Male
* Marital Status : Married
* Nationality : Indian
* Religion : Muslim
* Languages : English, Hindi, Arabic& Malayalam