**Muhammed**

**Objective**

A challenging and rewarding position in Supply Chain -Warehouse Management/Logistics, orWarehouse operations with a growing, forward-thinking company.

**Education Attainment**

**Master of Business Administration (MBA) - 2 years full time regular course**

(Parks College – Dept of Management-Coimbatore -India)

**Bachelor of Commerce (B COM Graduate - 3 years regular)-Calicut University**

Diploma in Computer Applications –MS Excel- Advanced user

**Logistics and Supply chain Management diploma** (Distance education pursuing)

**Professional Snapshot**

* **Total 7 years of experience in Logistics & Warehouse management**
* **Experience in Oracle and Exceed ERP - WMS softwares**
* Presently working as **Warehouse Supervisor at DANZAS–DHL Dubai** (2014-2016)
* Worked as **Supply Chain Management Supervisor**  at **IFFCO – Intergulf Empol Dubai**for the period of (2012- 2014)
* Worked as **Logistics** / **Customer service** at **Agility Logistics PJSC in Abudhabi - UAE**- (2009 – 2012)
* Worked as **Management Trainee –at Hawkins Cookers LTD -Mumbai**

**Achievements & Training**

* **Achieved Six Sigma Green belt Master Bronze Certificate& Medal from DANZAS –DHL Dubai** in 2015
* **Trained for Oracle software – SCM& WMS at IFFCO Dubai**
* **Trained and achieved ERP – Exceed WMS software at Agility PJSC Abudhabi**
* **Trained MS Excel Advance user level at IFFCO Dubai**
* **ISO 9001-2000 ISO Internal Auditor training successfully completed**
* **Quality Management Systems training successfully completed at IFFCO Dubai**

**Work Experience**

**DANZAS- DHL Worldwide**

**Position Held: Warehouse Supervisor (2014 to Present)**

**Reporting to: Senior Operations Manager**

**People Management: Managing over 30 + staffs**

5 Direct reports : (Logistics Coordinators/Assistants, Team leaders/ FIC,WH Assistants & MHE Operators)

**Duties and responsibilities:**

* Plan and supervise the operations of 30,000 Sq.Mtrs distribution centre with more than 15000 SKUs to cater to the requirements of various customers, includes, but not limited to Ace Hardware, Toyota-Denso, Belkin-Linksys………etc..
* Conducting Monthly Business Review with customer ( MBR with power point slides presentation)
* Set and monitor KPIs – Inventory Quality Ratio, Stock Turn, Obsolescence, Stock Ageing, Order Fill Rate, Inventory Record Accuracy, and Pick & Ship Accuracy.
* Monitoring and allocating storage space.
* Responsible for inventory control, management, supervising, leading warehouse organization, establishing policies, standards, and measurements for all warehousing activities including Pick& Pack, Receiving & Put away, cycle count, documentation.
* Ensuring Security and Quality, Health, Safety and Environment (QHSE) policies and procedures to ensure that quality standards & requirements in the distribution center are complied with.
* Set and monitor SLA – Service Level Agreements.
* Set and Monitor SOP ( Standard Operating Procedures)
* Conducting daily/ weekly warehouse meetings
* Cycle counts/Inventory management/Stocktaking.
* Motivating, organizing and encouraging teamwork within the workforce to ensure set productivity targets are met;
* Producing regular reports and statistics on a daily, weekly and monthly basis.
* Co-ordinate with internal customs department to ensure custom clearance procedures are compiled and legal requirements are met.
* Ensure that Staff Performance Appraisals are duly conducted, completed and reported for subordinates by the time-frames specified by the Company from time to time.
* Ensure that MHE equipment is operated effectively and that any breakdowns are report within 2 hrs.
* Implementing cost cutting procedures and implementing new Warehouse Procedures.
* People management and mentoring/staff goal setting and Training.

**IFFCO – INTERGULF EMPOL -** (2012- 2014)

**Position Held: Supply Chain Management Supervisor**

**Reporting to : Head of Supply Chain Management**

**People Management : Managing over 25 + staffs**

5 Direct reports : (Receiving/Dispatch/Inventory /Pick and Pack Assistants/Data Entry operator& Store keepers)

**Duties and responsibilities:**  
 • Monitoring and controlling the Warehouse activities. (Raw Material & Finished goods   
 Receipt, Dispatch and Invoice, Cycle Count, Replenishment, Production issue, Retrieval

and timely delivery of goods, document recording and data entry into system by using

Oracle and ERP software).

• **FMCG** warehouse as well as durable goods

• Maintaining safety stock, Re order level (ROL) and controlling the inventory flow.

• Planning, Organizing and Controlling Warehouse over all operations  
• Manage the workload of its area and optimize the allocated resources.   
• Planning and allocating the space for incoming shipment and scheduling well in advance.  
• Ensure the actual inventory reliability of the warehouse in respect of the **FIFO** rule.   
• Monitoring and controlling transport expenses and own truck utilization.   
• Monitoring and controlling the cost of Manpower, machine and maintenance.  
• Monitor the Inventory Ageing - Review ageing reports of all warehouses and analyze the

gaps. Drive the local team for fast liquidation / rotation of ageing stocks.   
• Lead internal inventory audits.

• Planning and organizing export deliveries and ensure all relevant export documents are

prepared and materials available well in advance.

• Ensure that demurrage and detention charge due to warehouse concern is zero.

• Be the interface between purchasing and production or production & customer.  
• Strict adherence to QHSC policies and standard warehousing procedure.

**AGILITY LOGISTICS - PJSC –Abu Dhabi –** (2009- 2012)

Agility is one of the global logistics leader and expanded to whole over the world.

**Position Held: Customer Service –Logistics coordinator**

**Duties and responsibilities:**

• Oversee daily inbound and outbound logistics & Warehouse operations and ensure all administrative tasks are completed as required and that all relevant documentation is received and processed as required. Provide advice and/or solutions concerning to logistics/ Warehouse issues, Inventory discrepancies, document irregularities, and other relevant issues/concerns

• Operations of 12000 SqMt distribution centre with more than 8000 SKUs to cater to the requirements of various customers, includes, but not limited to **(FMCG)**Mubadala, Armada, WJ Towell, Masdar, TDIC, Al Dar, AIS and ATS………etc.

• Supervising all the Fairs and Exhibition activities for the clients such as Al Dar, TDIC,

Masdar, Mubadala …etc.

• To manage and enhance Customer relationship,Co-ordinate with clients as per their requrements and preference

•Shipping documentation and Import-Export Coordination

•Coordinate with Supplier, FFD, Transport and Warehouse to get smooth flow of operation to complete the task within agreed lead time

•Worked with WMS by using ERP Exceed software

•Handle and follow up customer’s orders,enquiries, shipment follow up and delivery monitoring

•Preparing reports such as; Daily, Weekly, Monthly Progress Reports for the client

•Ensure all shipments deliver as per the customer requirement and within agreed delivery leadtime

• Responsible for monthly billing and also weekly stock report for the customer

•Ensure that expected productivity standards are met and maintained within the

agreed KPI’s.

**Hawkins Cookers LTD–** (2005-2006) **Mumbai-India**

Household and kitchenware manufacturing company in Mumbai -India

**Position Held: Management Trainee**

• C&FA operation –Goa, Maharashtra territory in India

• Liaising with Customers, Dealers, Distributors and Military & Navy CSD units

•Planning and monitoring the storage, delivery and dispatch of orders

•Maintain records of inventory

•Develop good relationship with customer to ensure high customer service level is maintainedat all times.

**Personal Information**

Sex : Male

Age :31years old

Nationality : Indian

Height : 5’9 ft

Languages : English, Hindi, Malayalam (Read, Write and speak)

Arabic (Read & Write, Speak- beginner)

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