

Contact HR Consultant for CV No: 325330

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**PROFILE SUMMARY**

* Result-oriented Professional with **over 7 years** of experience in Warehouse Management, Liaison & Logistics Coordination, Documentation, Inventory Management and Team Management
* Skilled in monitoring unloading of the incoming materials and loading while dispatching the finished goods
* Keeps logs & records of warehouse stock, execute order etc.
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
* Plan and track the shipment of final products according to customer requirements
* Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
* Coordinate and monitor supply chain operations
* Ensure premises, assets and communication ways are used effectively
* Proficient in ORACLE/ ERP system for all inventory works
* Pivotal in making sure team is aware of safety measures and legal aspect of store
* Hands-on experience in managing incoming materials supplied by vendors and making sure that they are as per quality & quantity specifications
* Expertise in preparing weekly & monthly reports (stock valuation report/ consumption reports)
* Team-based management style coupled with the zeal to drive visions into reality

**AREAS OF EXPERTISE**

Warehouse Management

Material Management

Inventory Control

Quality Management

Logistics Coordination

Liaison & Coordination

Stock Verification

Documentation

Team Management

**WORK EXPERIENCE**

**From Aug’2011 to Oct ’2016 with Teyseer Group of Companies (Building MTRL Division), Doha, Qatar**

**Warehouse Supervisor** *(Main Store)*

**Growth Path:** Joined as Assistant Store-In-Charge and rose to the position of Warehouse Supervisor (Main Store)

**Role:**

* Making Purchase Requisition (PR) - Job, Stock, General & Consumable while liaising with management and suppliers for purchasing of materials
* Managing receipt of incoming material from suppliers and physical inspection to make sure that correct quantity receipt in worthy condition as per the delivery note/packing list
* Supervising preparation of Store Receive Voucher (SRV) and sending it to account department for payment of suppliers
* Delivering materials to the allocated sites & division, as per their official daily request
* Monitoring international purchase entry, creation of new product code, price/ qty/ stock searching and cash sale of materials issue out bye system
* Instituting proper storage of all incoming materials at designated place with proper labelling and so on
* Keeping some items under adequate temperature control place
* Plan and track the shipment of final products according to customer requirements
* Recruit and coordinate logistics staff (e.g. truck drivers) according to avail-abilities and requirements

**Mar’09 to Jul’11 with Sumathi Engineering & Construction Ltd., Pune, India**

**Assistant Store Keeper**

**Role:**

* Monitored proper maintenance and stack of different types of spare related construction equipment
* Prepared all store related book as per ISO format wherein made sure that the incoming materials store were subjected to the quality and quantity
* Checked the stock physically checking and timely communicated senior officials regarding storage of material wherein made sure that the material should come within lead time
* Issued material at site on the basis of material requisition/ indent raised by the Site In-charge or Site Supervisor

**ACADEMIC DETAILS**

2005 High School Passed from B.S.E.B, Patna, India

2008 Diploma in Civil Engineering from IGIMT, Jaipur, India

**PERSONAL DETAILS**

Date of Birth: 1st June, 1988

Languages Known: Arabic, English, Hindi and Urdu

Location Preference: United Arab Emirates.

Current Location: Sharjah.

Joining: Immediately.