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|  |  **SAVIO** **SAVIO.329480@2freemail.com** |
| **WAREHOUSE& LOGISTICSMiddle Level Professional** |
| A dedicated Warehouse & LogisticsMiddle Level Professionalwith over 8+ years of experience inRetail & Supply Chain (Toys, Stationery, Engineering items) in UAE. Strong analytical & Reporting skills coupled with an impressive commitment to excellence and an ability to drive efficiency and cost performance improvements. Having an ability to work under pressure in a time-sensitive environment. I am a self-motivated, enthusiastic, and committed to professional excellence, with a ability in decision-making. Looking for a challenging position in growth oriented company, where I can use my extensive business experience to help the company grow & achieve its targets. |
| **MANAGEMENT SKILLS*** **Problem Solving**
* **Decision Making Skills**
* **Quality Control**
* **Vendor Management**
* **Workflow Planning**
* **Planning and Scheduling**
 | * Organized and Setup of 4 Warehouses of around 40,000 sqft in Dubai.
* Organized and Setup of 3 Warehouses of around 35,000 sqft in Saudi.
* Managed and supervised staff of around 24 staff.
* Setup of Carpentry and Paint Booth Area for Marketing of new products.
* Cost Management and Savings
* KPI Monitoring
* Maintained Vendor Profiles and updating of the same on timely basis
* Planning and Scheduling Duty Roasters and Deliveries of around 20,000 SKU (Stock Keeping Unit)
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|   | **Career Snap Shot** |   |
| Dec2010 to Oct2016 | **Warehouse Manager –** *Simba Toys Middleast – Dubai, UAE* |
| Apr2008to Oct2010 | **Expeditor**, *Kellogg Brown & Root (KBR) – Dubai* |
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| Sep1997 to Mar2008 | **Senior Admin & Housekeeping – Supervisor & Assistant Storekeeper in the store keeping & stock maintenance department -** *Office of H. H. Sheikh Abdullah Bin Zayed Al Nahyan – Abu Dhabi* |
|   | **Professional Experiences** |   |
| **Warehouse Manager – Simba Toys Middleast** | **(Dec 2010to Oct 2016)**  |
| *Hard-working and responsible logistics professional with experience managing successful warehouses Team oriented and safety conscious, I am keen to apply my organizational skills to a dynamic warehouse, logistics, distribution or inventory team.*  | **Dubai, U.A.E.** |
| ***Responsibilities in Detail**** Supervising 19 Warehouse Assistants and 5 Drivers.
* Maintaining more than 20,000 items of SKU. Maintaining their Inbound and Outbound Stock details.
* Controlling inventory levels by conducting physical counts; reconciling with data storage system on monthly, quarterly & yearly basis.
* Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
* Maintain and Provide Stock reports to management as and when required.
* Operating mechanical and IT systems
* Liaising with customers and other departments
* Maintaining statistical and financial records
* Planning Deliveries & Collections
* Ensuring that quality objectives and delivery deadlines are met
* Administering stock control
* KPI Monitoring
* Daily/Bi weekly & Monthly Reports to Management (Delivery, Damage Reports, Return Reports)
* Monthly Stock Reports to Management
* Ensuring compliance with health and safety legislation.
* Maintain w/h expense report.
* Reporting to the product team if any discrepancy in the item / material.
* Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
* Coordinating for warehouse staff recruitment, orientation and training employees.
* Manage warehouse costing, budgeting and forecasting
* Supervising the Transport and tracking of the Vehicles sent for Deliveries
* Managing the day to day administration (Rent Renewal, License Renewal, Insurance, Damaged Goods, Written Off Goods)

***Achievements:**** Implemented a new inventory storage system; reduce the inventory cost by almost 15% with proper planning.
* Put in place processes to ensure stock integrity.
* Diverted all low amount invoices to 3rd party, saved cost around 10% with proper planning.

***Special Projects:**** Seasonal inventory.
* Promotion / events
* Special packaging
* QA inspection
* Gift pack
* One-time events
* Organized 3 warehouse at Kingdom Saudi Arabia (Jeddah).
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| **EXPEDITOR - *Kellogg Brown & Root (KBR) – Dubai*** | **(Apr 2008 - Oct 2010)**  |
| *Worked as an Expeditor in KBR (MEPSC) Middle East Procurement Service Centre in Dubai for United States Army Providing all essential & logistics support for operation* | **Dubai, U.A.E.** |
| * Receiving Reports & identifying discrepancies.
* Ensuring if there is any OS&D (Overage, Shortage & Damaged) in the delivery of the Materials & taking proper action.
* Directly reporting to the End-user if any discrepancy.
* Uploading all the files into the Documentum Software after the discrepancies are resolved.
* Providing Monthly reports to the Procurement Supervisor.
* Keeping Track of all the late deliveries.
* Coordinating the interface between logistics functions, such as transportation, Maintenance & warehousing to ensure effective, timing & cost effective support.
* Ensuring proper & timely manner of delivery to the End-user.
* Updating all Details, in to the PSR Procurement Database.
* Updating details in SAP, & ERP’s.
* Checking all materials between logistics functions, such as transportation, maintenance & warehousing to ensure effective, timing & cost effective support.
* Verifying shipment against appropriate Purchase order for verification of delivery Vs. Purchase request.
* Inspecting inbound shipments for damage and completeness

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| **Admin & Stores In charge - Office of H. H. Sheikh Abdullah Bin Zayed Al Nahyan – Abu Dhabi**  **(Sept 1997 to Mar 2008)** | **(Dec 2010 to Oct 2016)**  |
| **August 2001- March 2008** ***Designation: Promoted to Senior Admin & Housekeeping – Supervisor & Assistant Storekeeper in the storekeeping & stock maintenance department**** Plan and coordinate the activities of housekeeping supervisors and their crew
* Directly supervises 15 Housekeeping employees and 5 Laundry staff and inspect their work on a daily basis to ensure all palace rooms and related areas meet the required standards of cleanliness and order and report all suspicious occurrences and hazardous conditions
* Managing Palaces (Bateen & KhalifaCity) locations consisting of office, Kitchen and Rooms
* Conducting Training, Staff Development, Counseling and evaluation of housekeeping staff
* Scheduling Duty Roaster for the staff.
* Manage administrative duties, Self Correspondence including payroll and operating expenses
* Facilitate hiring process, including interviewing, training, and evaluating job performance
* Maintain high standards of personal appearance and grooming, which includes wearing proper uniform and nametag when working
* Maintain a close working relationship with Maintenance department to coordinate renovation and repair plans in the new upcoming palaces

***Assistant Storekeeper in the Storekeeping Department**** Preparation of Purchase Orders for the materials required in ORION Software
* Maintains inventory of housekeeping supplies received and distributed to various departments including all month-end inventories.
* Preparing stock movement reports, helping Purchase Department in the levels of re-ordering.
* Preparing Excel sheets for the required goods and taking approval from the Manager.
* Receipts of Shipments in the Palace & locating it in right storage facilities.
* Conduct quality check of various assets and products received.
* Surfing the net for details of vendors and quotations for goods.
* Coordination with vendors, suppliers and companies for quotations and services and calling for tenders for the same.
* Checking the expiry and manufacture date of the existing stock and reporting the same to the senior management for disposal.
* Running general errands for His Highness (receipt of gifts, and displaying the same)
* Arranging for the all the Housekeeping requirements for the Sheikh whenever he is traveling

**August 2001– August 2005*****Designation: Dubai Palace Supervisor*** * Responsible for the Housekeeping and Laundry staff. Work
* Maintain a close working relationship with Maintenance department to coordinate renovation and repair plans.
* Maintains inventory of guest rooms and housekeeping supplies including all month-end inventories.
* Purchases all basic cleaning supplies, linen equipment
* Effectively manages department & Palace with less supervision
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|   | **Qualification & Skills** |   |
| **Educational Qualifications** |
| 1995 | **H.S.C, Bombay University**  |
| **I.T. Skills** |
| Well versed with Windows **2000 (Word, Excel, and Power Point), Dynamic, Orion, and SAP Axpt.**. |
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| **Languages Known** |
| **English** (Read, Write, & Speak) **Hindi** (Read, Write, & Speak) **Arabic** (Speak – Basic) |
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| \*Supporting Documents and References will be provided on request \* |