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|  | **SAVIO**    [**SAVIO.329480@2freemail.com**](mailto: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) | | | |
|  | | | **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 | | | | | | |
| **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 \* | | | | | | |