

Contact HR Consultant for CV No: 340477

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I am seeking a challenging position and have enclosed my resume for reviewing against your current requirements. I feel that I have qualifications and experiences that would be useful to your esteemed Organization. Some of my past successes included.

I have excellent knowledge of warehouse procedures, confident and a great team player. I believe that given the opportunity I would make a positive addition to your team as this role would utilise the skills I already possess and allow me to gain further skills and experience. If you require any more information I would be happy to provide it and can be contacted either by telephone on the numbers I am available for interviews and hope to hear from you soon, and I am available to join immediately.

**S**ummary

**A multi-skilled with ERP experience, hardworking and efficient warehouse operational, Inventory, purchasing, procurement, logistic & sales,** with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**H**ighlights

**Supply chain management**

* Warehouse : Inventory : Purchase : Procurement
* Logistic : Transport : Sales : Marketing

**A**ccomplishments

* ***Visited in Malaysia, for ERP software criteria training to store keepers in 2011, and internal audit for inventory at Murphy plant in Bin Tulu Sarawak.***
* Increased warehouse storage area : Yard management for storage area
* Training of store personals : briefing of safety

**Expertise: -** Maintaining optimal stock levels to ensure timely availability of products, managing an Inventory team comprising of Shift Managers and team leaders, warehouse and store designs and set-up, setting operational standards for all staff to follow, Managing excess and ageing stock, Reviewing service levels on a continuous basis, Using electronic inventory tracking to scan stock and reconcile inventory, Minimizing exposure to obsolete and excess stock. Putting forward recommendations for operational policy, procedures and goals, Creating and maintaining spread sheets to report and analyse data, Recruiting, hiring and managing a team of Inventory Counters, Issuing purchase orders to customers. Presenting written reports and analyses to senior managers. Coordinating the shipment of goods from the warehouse. Sending reports and documents to customers.

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**CURRENT: M/S Etihad Rail Operation DB Schenker Abu Dhabi, Logistics & stores – 10/2014**

Goods cross checking while receipts, **GRN** posting and process, goods packing procedures, in & outbound controlling of every transactions, invoices entries of vehicle lease plan, creating item master, **cycle count and physical count, internal stock auditing**, clearing discrepancy, setting minimum maximum stock level, **noticing fast moving spares for re-order function,** preparing **PR, PO & CRO, service entry**, day to day warehouse operations, follow up PR & PO, **SAP** operation training, trouble shoot and capacity of resolve problems. Material grouping and category wise of products set-up.

**M/S Thomson industries, Assistant Manager, Supply Chain – Dubai – 2013 Jan to Sep - 2013**

Controlling warehouse staff, supporting sales team and preparing day to day delivery schedule safety briefing, training stores personals, coordinating order and supporting purchase department, follow up orders. Warehouse re-arranging and improving their activities. Arranging weekly meeting with warehouse staff about progress and improvements develops.

**M/S Wasco Engineering, Oil & Gas, Manager, warehouse, Dubai – Jebel Ali – 2010 – 2012** Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse, Maximising space usage within the warehouse, looking after the transportation of goods in and out of the warehouse, Implementing specific customer packaging requirements, Repairing warehouse equipment breakdowns, Shipment loading and transferring, Working with supervisors to improve staff performance, **Setting aside storage areas for new stock,** **5s Implementing Methods, Sort, set in order, shine, standardize, sustain**, Cycle count process, Physical count check list, Facilitating effective communication within the team and across the site.

**M/S Clement Systems Gulf, Manager, Procurement & Logistic–Jebel Ali Dubai-2007–2010**

Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance, Continuously monitoring, evaluating and improving supplier performance, projecting stock levels. Sourcing the most affordable materials for the company’s manufacturing process. Keeping all supplier programs current and accurate, controlling the purchasing budget, Monitoring delivery times to ensure they are on time. Ensuring the adequate supply of all required materials, components and equipment, Delivering cost savings for the company. Managing the procurement supplier relationships for the company.

**M/S HOERBIGER Oil & Gas, Purchase & inventory - 2000 - 2007 DUBAI, JEBEL ALI**

Negotiating contracts to reduce costs and achieve maximum efficiency, process, preparing fast movements items, Promoting best practise across the company, Overseeing staff training, Involved in selling off excess, damaged and inventory and stock. Creating item master, providing accurate routing information to ensure that delivery times and locations are coordinated. Monitoring data management to keep accurate product, contract, pricing and invoicing information. Ensuring the personal safety and safe working environment of staff, setting of re-order level, Mini & Max level,

**M/S WEIR ENGINEERING SERVICES, Oil & Gas, stores in-charge – Abu Dhabi - 1990–1999**

Day to day spares issues to their operation. Booking spares (GRV) entries and stock card systems.

Preparing re-order spares list and reporting to purchase department. Arranging spares delivery at site requirements for technician’s requirements. Reporting weekly base spares movements to supervisors, controlling stock level on daily base. Maintaining effective business relationships with customers. Issuing purchase orders to customers, documents controlling, Presenting written reports and analyses to senior managers. Coordinating the shipment of goods from the warehouse, Sending reports and documents to customers, investigating customer complaints.

**E**ducation

**Bachelor of Arts – 1986 to 1989, Calicut University - Kerala, India**

**A**dditional **I**nformation

* **COMPUTER: VARIOUS KNOWLEDGE OF ERP – WMS & MM**

**INVENTORY MANAGEMENT: PURCHASE MANAGEMENT: WAREHOUSE OPERATION**

**S**AP, (MM & WMS) **O**RACLE, **F**OCUS, **M**ICROSOFT **N**AVITION, **C**OMRADE, **S**AGE SOVEREIGN

**Microsoft - E**XCEL & **W**ORD, **P**OWER **P**OINT

**R**ecognition & **C**ertificates

* **SAP –** WMS (Warehouse management system), Purchasing process, Info record, Supplier master data, MRP (Material requirement planning), Materials management.
* **(IOSH) -** [Institution of Occupational Safety and Health](https://www.iosh.co.uk/) - 2016
* **E**mployee of the Month - 2004 & 2005
* **F**irst Aid Certification – 2014 & 2016
* **H**aving UAE (LV) Driving License – 2012 – 2022 : D.O.B – 1969 – NATIONALITY – INDIAN