

**ANAS**

**Dubai, U.A.E**

**C/o-Mobile No: +971-505891826**

**E-mail:** **anas.343736@2freemail.com**

**To obtain a Supervisory/Manager position Willing to relocate: Anywhere**

**objective**

Seeking a position, for Warehouse /Supervisor / Manager, that will effectively utilize my acquired expertise, creative talents and commitment towards the work to make the organization grow and establish them in the market. Looking forward to, grow with the company by using my talents, leadership qualities and business development skills.

**work experience**

**Warehouse Supervisor/Manager**

**Man Consumer ( AlNaboodah Group ) - Dubai - February 2014 to Present**

* Supervise all warehouse activities such as reception and delivery of Goods, transfer between warehouses, preparing the invoices for delivery and monitor the routing of drivers etc.
* Supervise the movement of products/equipment/materials in accordance with organizational policy and procedure.
* Supervise the ordering/delivery cycle by processing the sales orders; pulling of materials; packaging boxes; placing orders in the delivery area.
* Complete the delivery of good by setting the routing plan for the trucks or van from and to the warehouse.
* Maintain inventory control by performing perpetual stock count by supplier and or brand.
* Maintain safe and clean environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
* Maintain quality services by following organization standards
* Review and prepare all statistical and stock movement report and submit to management on due time.
* Contribute to team effort by accomplishing related results as needed.
* Measuring and reporting the effectiveness of the department activities.
* Establishing or adjusting work procedures to meet warehouse demands.
* Continuously improve warehouse operations through the use of lean enterprise practices.

**Store in Charge**

**Al Seer Trading (Spinneys Group) - Dubai - March 2007 to February 2014 •**

* Manage general warehouse staff, from receiving, placement, replenishment and delivery, for efficient inventory and distribution management.
* Continuously monitor the performance and activities of the warehouse to ensure KPI performance is achieved.
* Supervise and assist in daily warehouse and shipping areas including filling & shipping customer orders, ensuring accuracy of delivery and supporting documentation, receiving incoming material and routing to appropriate area, ensuring inventory transactions are accurately logged and overseeing cycle counts & reconciliation activities.
* Supervising daily activities of the warehouse floor, and equipment through the team to maintain the quality at specified levels, to meet with the delivery schedule as required by customers and keeping costs in line according to company budget guidelines.
* Interpreting company policies to workers and enforcing safety regulations.
* Developing and maintaining departmental work instructions for all tasks.
* Maintain and update inventory control records on product since receiving until dispatching.

**Asst Receiving Manager**

**Panda & Hyper Panda - Riyadh - April 2004 to April 2006 Saudi Arabia**

* Replacing the Receiving Manager in his absence. • Preparing duty schedule for the Rec staff.
* Controlling the Receiving goods, checking the pallets was sent to the W/H for stocking.
* Storage the goods in the right place and make sure to put in good condition.
* Supervising the all Receiving staff manage to keep the W/H clean and neat(proper way)
* Create and Reprint RA'S according to purchase order.
* Dock receipt and check in (Recording data & errors)
* Entering and updating transfers. in and out.
* Allocating and releasing transfers , store supplies ordering
* Conduct daily stock control audit.
* Oversee inter-departmental stock transfers.
* Reconciliation of discrepancies.
* Generating of transaction reports.
* Oversee incoming product.
* Entering and updating RTV'S. (Allocating and release.)
* Record keeping and material movement.
* Manage the daily operation in receiving department.

**Head Cashier**

**The Savola group retail division - Riyadh - September 1997 to April 2004 Panda )Riyadh Saudi Arabia.**

* Supervising the team of front end, scheduling the front end staff (Cashiers/Baggers).
* Attend to customer inquiries and sales processing, handling the main money safe.
* Preparing the loan for cash tills, spot checking the cashier's tills.
* Reconciliation the cashier's tills according to IBM reports.
* Balancing the safe as per the IBM menu, identify areas for process improvement and propose
* Improvement, manage the daily operation in the store.
* Perform product demonstration, facilitate resolution of work problems.
* Recommend measures to improve work methods.
* Support the company performance management program (PMP)
* Managing the store during superior's absence, having a good knowledge in total store operation.

**Restaurant Supervisor**

**5 Star Hotel - 1996 to January 1996**

* Supervising all cashier and Restaurant staffs.
* Handling the main cash counter.
* Scheduling the Restaurant staff (Cashier's)

**key skills**

* Customer Focus,Communication,Energy&Stress,TeamWork,QualityOrientation,TimeManagement,Adaptability/ Flexibility,Creative and Innovative Thinking,Decision Making and Judgment,Planning and Organizing,ProblemSolving,ResultFocus,Leadership,Coaching and Mentoring,StaffManagement,Enforcing Laws, Rules and Regulations,Development and Continual Learning

**awards employee of the month**

* March 2000 At Panda Super market. Riyadh KSA

**additional infromation & special skills**

a) Diploma an English Typewriting.

b) Diploma in Computer Studies.

c) Successfully completed a course in JDA system in Panda Academy.

d) Successfully completed a course in Hotel Management.

**EDUCATIONAL QUALIFICATION**

* Vijaya College - Sri Lanka 1990 to 1992 GCE A/ level

**computer QUALIFICATION**

* Basic Computer course
* Ms Office, Ms Word, MS Excel, Ms Power Point Etc…
* Internet E-mail

***passport details***

*Date of Issue : 21/03/2014*

*Date of Expiry : 21/03/2024*

*Place of issue : Sri Lanka*

**Personal Details**

Date of Birth : 16/07/1972

Nationality : Sri Lankan

Religion : Muslim

Gender : Male

Marital Status : Married

Language Known : English, Hindi &Sinhala

Visa Status : Employment Visa

**declaration**

* I certify that all the details provided above are all correct according to my knowledge and belief.