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| **IBRAHIM**  |
| **WAREHOUSE & INVENTORY MANAGEMENT PROFESSIONAL** |
| **C/o-Mobile: +971503718643 E-mail:** Ibrahim.343917@2freemail.com  |

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| **SUMMARY** |  |
| 2017-02-06-17-06-38-798 | Result-proven professional with 12+ year’s record of top quality work performance in Warehouse and Inventory Management. Demonstrated strong competencies in handling wide range of logistics operations including warehousing, stock control, documentation, client relations and customer service. Proven expertise in directing quality control, handling effective inventory control as well as in developing good working relations with vendors, suppliers, customers and other party dealing with the company. Possesses strong team spirit and proven leadership capability with exceptional supervision, organization, coordination, analytical, problem solving, decision making, relationship building, communication and interpersonal skills. Keenly interested to join a reputed company where gained knowledge and experience will be utilized to the fullest. |
| **STRENGTHS** |
| * Proven Work Experience in UAE
 | * Warehousing & Inventory Management Expertise
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| * Well Versed in Inventory Control & Stock Allocation
 | * Familiar with FMCG Products (Frozen & Dry Foods)
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| * Proficient in MS Office & WMS Software
 | * Excellent Customer Service Orientation
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| * Strong Analysis & Solutions Implementation
 | * High Sense of Commitment & Responsibility
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| **QUALIFICATION** |  |
| Bachelor in Commerce, Osmania University, India | **2001** |
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| **ACHIEVEMENTS**  |  |
| * Used personal judgment and initiative to develop effective and practical solutions to challenges and obstacles in warehousing procedures.
* Significantly delivered key contribution towards team growth, and established new improvements.
* Successfully carried out constant stock taking of voluminous stocks involving 1200+ line items with over 99% accuracy and further conducted regular check at bin locations for over 5,000 pallets for above mentioned products effectively.
* Demonstrated ability in surmounting difficult logistics issues, facing pressure in warehouse operations, taking up new challenges and dealing with leading change.
* Displayed strong competency in training, mentoring, guiding and equipping junior staff with knowledge, practical skills and motivation to carry out work-related tasks hence achieve full potential.
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| **CAREER SNAPSHOT** |  |

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| **Operations Manager –** IAL Logistics Emirates LLC, UAE | **Aug 2011 – Present** |
| **Inventory Controller –** Gulf Warehousing & Logistics, Doha, Qatar | **March 2009 – Jul 2011** |
| **Assistant Asset Controller –** Al Futtaim Carillion Dubai, United Arab Emirates | **Jul 2008 – Feb 2009** |
| **Tech Support Associate –**Dell Incorporation - India | **April 2007 – June 2008** |

**Warehouse In-Charge & Assistant Accountant –** National Food Products & Trading – Oman **June 2004 – March 2007**

**Warehouse In-charge – Global (Impex) Trading Company LLC**  – India  **April 2001 – May 2004**

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| **AREAS OF EXPERTISE** |  |
| * Warehouse Management System (ATMS)
* Warehouse Operations
* Inventory Control & Cycle Count
* Team Management
* Knowledge of Storage of Hazardous Cargo
* Customer Dealing & Invoicing
* Distribution Management
* Reports & Records
* Budgeting &Forecasting
* Training for Staff
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| **Logistics Management** * Provide leadership and direction in ensuring the smooth functioning of overall warehouse operations of the company applying knowledge and experience in logistics management.
* Plan, direct and control logistics activities including receiving, inspection, storage, issuing, packing, inventory control, order processing, invoicing and negotiation.
* Manage company business comprising placing of orders for daily offices requirements, filing systematically of records/documents, answering customer inquiries and computer associated correspondences.
* Track all stock movements, simplifying reconciliation.
* Collaborate with other departments to integrate logistics with business systems and processes, such as customer sales, order management, accounting, and shipping.
* Review policies and processes: recommend plans for a consistent - streamlined business conduct.
* Maintain and develop positive business relations with key personnel involved in logistics activity.
* Prepare day-to-day reports as per company’s requirements.
* Act as point of contact for all warehouse related issues. Confer with different department heads to coordinate warehouse activities, exchange information and resolve issues and concerns.
* Assume full responsibility of business communication and interaction with clients and other related parties.
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| **PROVEN JOB ROLE** |  |

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| **Manager Warehouse and Logistics Operations –** IAL Logistics Emirates LLC, UAE* Manage the movement of products / equipment/ material in and/or out of the country in accordance with organisational policy and procedure, and to comply with relevant local country and International law and process.
* Communicate with export and import related authorities and customers and suppliers, in all relevant countries or territories as necessary to ensure efficient, positive and law full relations, support and activities.
* Preparing Shipping documents (Air & Sea ) timely and accurately.
* Discuss all shipping instructions and special request with the shippers and write on the shipping board as reminder.
* Daily monitoring / coordinate of all shipments including Air & Ocean containers
* Ensuring that warehouse is operating efficiently and effectively.
* Monitor Cash collections from the clients.
* Prepare and send out the warehouse management report to senior management on a monthly basis
* Ensure that Warehouse Supervisors direct warehouse employees in the proper storage, inventorying, and handling in and out of goods within specified productivity, cost, and quality standards.
* Ensuring that all warehousing operations are carried out according to the policies and procedures as set forth by the company and adapt and optimize the procedures to the business requirements.
* Ensure prompt and correct monthly invoicing for all warehousing services.
* Ensure that stock reports are complete and accurate and are being sent to the customers as per the agreed schedule.
* Resolving operational issues quickly and effectively.
* Ensuring that all material handling equipment (MHE) and other warehouse tools and equipments are being maintained and managed appropriately and that adequate safety equipment and uniform is being worn at all times when in the warehouse and / or yard.
* Employ effective problem solving techniques to ensure that issues are resolved quickly and fully
* Identify warehouse service gaps and opportunities and determine how best to close these
* Keeping the Warehouse inventory current
* Establishing and maintaining adherence to FIFO procedures
* Sending the near expired items report to the customer for the approval and further actions.
* Managing the staff and KPI for over 24 persons
* Hiring and Training up new warehouse staff
* Manage and perform KPI for the subordinates
* Utilizing computer software & various facilities to facilitate fast & efficient work functioning.
* Reporting directly to Managing Director
* Perform other ad hoc tasks as may be required from time to time
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|  **INVENTORY CONTROLLER -**  Gulf Warehousing Co – Doha Qatar* Directs & Supervises the activities of stock control clerks
* Trained new personnel on inventory flow and inventory data recording procedures.
* Implement and supervise stock control policies for food and non-food items.
* Be the responsible person for the communication of all inventory related issues with customers.
* Act as a leader for the inventory clerks to provide support and guidance to all team members.
* Develop the inventory team, both technically and personally.
* Act as a support to other departments of the company, in what concerns inventory activities and issues.
* Participate at the internal meetings such as KPI (key performance indicators) when they are related to inventory process issues.

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* Track inventory changes and identify the cause and effect.
* Perform daily Audit on Receiving & Put away.

Generate stock reports daily / weekly / monthly for all customers* Coordinate with Customer Service / Operations team issues related to Receive, Put away, Order processing &

Despatch.* Release / Hold GRN’s or dispatches upon customer request.
* Organize inventory cycle and stock take process.( wall to wall Count )
* Arrange for a physical stock check upon customer request.
* Generate damage, expired or held items report on daily basis.
* Investigate and raise Incident documents for any damages found during location Count / Put away check.
* Co-ordinate with IT for any reports issues.
* Co-ordinate with operations for any short / Excess in location or during Inbound/Outbound.
* Maintain records and tracker for All Inventory related issues.
* Arrange weekly meetings with Inventory Clerks for updating on Inventory process or on if any issues
* Submit daily reports to Inventory Manager for Inventory Inbound, Put away, Picking & Despatch
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| **Assistant Asset Co-ordinator –** Al Futtaim Carillion - Dubai * Controlling Asset Movement.
* Maintaining Asset Ledger.
* Postings of all Inventory related transactions,
* Preparing of GRN’s (Goods Received Note)
* Entering Purchase orders
* Monthly reconciliation of IT – Asset Stock
* Processing for all the IT Asset Request (Laptop’s, Desktop’s & and all other IT Assets) for all Carillion Sites.
* Coordinating with Etisalat for all necessary service required (Mobile phones & PDA’s).
* Configuring Laptops & PDA’s
* Document Controlling
* Coordinating with Suppliers
* Maintaining of All IT- Assets ( Service & Repair )
* Preparing monthly stock comparison report
* To perform all other duties instructed/required by line manager.
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**Tech Support Associate –** DELL Incorporation – India.

* Answering the support telephone line and responding to incoming request
* monitoring support requests received by email
* responding to support requests and questions in due time
* diagnosing and/or clarifying and/or resolving support requests
* seeking appropriate guidance for more complex matters
* maintaining computer systems
* conducting setup of computers, printers, multifunction devices, audio-visual equipment and other information system
* monitoring the performance of the systems
* assisting the seniors with preparation of IT documentation regarding system configurations and technical processes

**Store Keeper And Assistant Accountant –** National Food Products & Trading Company – Oman.

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| * Prepared the inward receipt for the goods received in the warehouse on daily basis.
* Responsible to removed stores pick sheets and properly delegated it to store picker.
* Generated and sent near expiry inventory to the Warehouse Supervisor and warehouse manager on weekly basis.
* Posting of all inventories related transactions in MS Access & People soft.
* Salesman account matching and reconciliation with MS Access & people soft.
* Daily price, FOC, Discount etc, checking and updating of sales invoices for LACNOR sales
* Daily report regarding the age wise floor stock details to both sales dept
* Entering purchase orders, stock received from Denmark & Sharjah.
* Maintenance of Asset Register.
* Document controlling

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* Liaison with internal and statutory auditors during interim and annual audits
* Preparation of monthly Stock movement and Stock Age Analysis
* Handling Item Code Masters
* Entering Inventory & Multi packing adjustments.
* Multitasking Expenses Journal Voucher Entry (Monthly)
* Arranged warehouse for the month end cycle count and daily basis maintenance sanitation as of ISO 9002 standards.
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| **IT SKILLS** |  |

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| Proficient in Warehouse Management System (ATMS), MS Office (Word, Excel & PowerPoint), Internet & E-mail. |

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| **PERSONAL DETAILS** |  |

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| Nationality | : Indian |
| Date of Birth | : 24th May, 1979  |
| Marital Status | : Married |
| Visa Status | : Resident Visa |
| Languages | : English, Arabic, Hindi, Punjabi & Urdu |