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| RASHAD  | Senior Logistics Admin Executive (Warehouse & Logistics) |
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| F:\Rash\certificates\jpeg.jpg | Email Address: rashad.373928@2freemail.com  |

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| *AREAS OF EXPERTISE****Warehouse management Distribution*** ***SAP ( Sales and Distribution)******Stock control*** ***Supply chain process*** ***SAP (Business One)****PERSONAL SKILLS* ***Planning******Self-motivated******Good communication skill******(Oral & Written) Malayalam, Hindi English*** *PERSONAL DETAILS* ***D.O.B :*** *14 April 1990****Civil Status :*** *Single****Gender :*** *Male****Nationality :*** *Indian****Visa Type :****Visit Visa( Available Till 06-01-2018* | Objectives An enthusiastic Warehousing & Logistics Sr. Logistics Admin Executive with drive, determination and a proven ability to oversee the efficient receipt, storage and despatch of a wide range of goods. Having the necessary management skills required to administer, improve and develop a warehouse to achieve maximum efficiency, effectiveness and quality of service. A hard working, pro-active individual with an upbeat positive attitude, who also has extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues. Currently looking for a management position that offers variety and the opportunity to develop both personally and professionally. experience Profile (28-05-2014 TO 18-08-2017)**A&M Enterprises 3PL Logistics & Warehousing (CFA) For Whirlpool of India Ltd /**Warehouse & Logistics Senior Logistics Admin Executive **|**45/1 Heggadadevanapura, Village, Dasanapura Hobli, Bangalore North TalukKarnataka India.A&M enterprises is a fast growing 3PL, Logistics and warehousing Solutions Company They are the CFA for whirlpool of India Ltd one of the leading Home appliance MNC Company With a leading market, minimum of 15000 QTY of sales per month, for providing such a support to this company its need a highly efficient manpower and infrastructure, A&M is one of the WMS & Logistics solutions for Whirlpool in Karnataka India, all the works under taking by the A&M is under the Whirlpool company norms and SOP. Role and Reports The role reports to the Warehouse & Operation Manager and was responsible to support the warehouse in charge & supervisors in inventory management, coordinating with the sale team for the planning of day to day warehouse operations & coordinating with transporters & freight carriers for the smooth operations in supply chain and distributions.Responsibilities* Responsible for assisting Warehouse Manager in the successful implementation of planning in day to day operations.
* Handling day to day INBOUND & OUTBOUND operations.
* FIFO management.
* Inventory with storage locations for finished, repair & defective goods in physically and SAP also.
* Preparation of sales return note for sales returned goods & defective return goods from the TP, s & distributors in SAP.
* Process & policy Management with company norms and SOP.
* Coordinating with sales team for the day today planning and operations.
* Coordinating & maintaining good relationship with freight carriers & transporters for the smooth flow of transportation.
* Route Planning for despatch & Pickups.
* Provide support to the Warehouse in charge & supervisors for maintaining stock inventory in physically & systematically.
* Preparation of daily & monthly sales & logistics reports for the managers.
* Ensuring the operations done within the company norms and SOP.
* Maintains documents for the monthly and yearly AUDIT, s.
* Ensuring the consignments’& shipments were despatching with the all documents that is required for the clearing and forwarding like tax notes, LR & WAY BILLS.
* Liquidation of graded stocks throws grade vendors & clearing the unaccounted and graded stocks from the warehouse.
* Monthly Physical verification of stocks.
* 5S and CFT implementation & daily activities.
* Ensuring the consignments’ and shipments to reach the customers & TP, s at the prior time.
* Preparation & reconciliation of freight bills.
* Preparing periodic reports to compare budgeted costs to actual costs.
* Handling petty cash.
* Preparation of Monthly CFA claim bills and tacking and outstanding Payment of clients.
* Accounting of cash receipts, payment vouchers, and adjustment Entries, Debit & credit notes scrutinizing of accounting ledgers in post accounting in Tally ERP.9.
* Monitor logistics & Warehouse cost & expenses.
* Handling payroll of 50-75 employees’.

skills& experience

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| **Category**  |  |  |  |  |
| **3PL, Logistics & Warehousing**  | Distribution Centre ManagementFulfilment Centre Management  |  |  |  |
|  | Logistics – Supervision & Coordination  |  |  |  |
|  | Warehouse - Management  |  |  |  |
|  | Warehouse - Supervisor  |  |  |  |
| **Supply Chain & Procurement**  | Inventory managements  |  |  |  |
|  | Management  |  |  |  |
|  | Process & Policy Management  |  |  |  |
|  | Supply Chain - Operations  |  |  |  |
| **WMS applications & Software’s**  | **SAP R3 Module SALE DISTRIBUTION** |  |  |  |
|  | MS OFFICE Suite  |  |  |  |
|  | MS EXCEL –Expert in formulas and functions  |  |  |  |
|  | IT supports and trouble shooting  |  |  |  |
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**Key Achievements*** Introduced better inventory management process
* 5s Implementation
* Increased hourly productivity throw better monitoring system
* Achieved the seasonal target of 25000 Qty of sales within the time by giving maximum support to the team
* Developed excellent working relationship with freight forwarders and transporters to avail vehicles and trucks in crucial times
* Monthly PV SAP vs Physical
* Maintained proper records and documentations and successfully completed annual audit done by the Whirlpool of India LTD

EducationMBA (Financial Management)Bharthiyar University 2013-2015B.com With Computer Application Mahatma Gandi University 2009-2012 |

I hereby declare that all above information are true and correct the best of my knowledge and belief.

Place: Abu Dhabi Rashad

Date: 29/10/2017