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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](mailto: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 Taluk  Karnataka 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   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Category** |  |  |  |  | | **3PL, Logistics & Warehousing** | Distribution Centre Management  Fulfilment 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 |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **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   Education  MBA (Financial Management)  Bharthiyar University  2013-2015  B.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