**WAREHOUSE/LOGISTIC/INVENTORY SUPERVISOR**

**SUJIT**

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**Objective**

**A multi skilled hard working and efficient warehouse/logistics operation with a proven track record of ensuring the smooth functioning and running of all logistics concern activities. To obtain a responsible be a part of the organization where I can enhance my knowledge, skill, experience and be considered as one of the contributors in achieving company goals for which in return provides me a professional growth and carrier development.**

**CAREER HISTORY**

**Inventory controller August 12 th 2017 to January 25 th in Y K M Middle east llc.(Manufacturing project)**

* **Knowledge on logistics operation, import/ export management, letter of credit and Inco term rules and regulations.**
* **Issuance and receiving materials update system in Microsoft Dynamics 2012.**
* **Identifies and review all inventory items.**
* **Responsible for monthly basis review of Dynamics system inventory and physical inventory.**
* **Responsible for inventory strategy of the company with the goal to control cost within budget, generate savings, rationalize inventory and maximize the working capital .**
* **Auditing all storekeepers for regular in and out of materials and identifies any damage materials.**
* **Responsible will keep minimum re order points are established for all items Fifo procedure.**
* **Control that all stocks fulfill with the quality standard maintain of the organization.**
* **Supervises timely inventory audits on all locations for accuracy of stock record and send to report management as per procedure.**
* **Responsible for check all the incoming shipment follow with procedure and receive the materials in warehouse.**
* **Controlling the materials outgoing and incoming shipment P2P and O2C process.**
* **Responsible the intercompany transaction process transfer the materials one location to other location.**
* **Train all warehouse staff manage all inventory task and perform all establish procedure.**
* **Follow with Health and safety standard procedure as per the management instruction.**

**Store in charge June 20 th 2015 to August 5th 2017 in Khidmahllc. (fmcg project) Abu Dhabi**

* **Successfully finished Two end to end project MM (End-user) in khidmah llc .**
* **Coordinating for inventory stock ensure that the product adjustment as per maintained.**
* **Responsible for quantities and description properly entered inventory tag or sheet& scrap, damage and goods are identified.**
* **Issuance and receiving materials update systems in sap mm.**
* **Prepared the RFQ and raise the purchase order in sap mm.**
* **Responsible coordinate with suppliers and maintain the materials in warehouse.**
* **Responsible for investigating and to inquiries regarding distribution and shipping.**
* **Coordinate efficient operation of the warehouse & Prepare invoice for delivery.**
* **Maintains the items code, document necessary information and utilise reports to project warehouse status.**
* **Continuously monitor the performance and activities the warehouse through the use KPIs, with a primary focus on cost controls.**
* **Monitoring stock level and reporting the items that have replenish level.**
* **Preparing the monthly statements of materials and item activities.**
* **Preparing periodical reports on store activities and Prepare Abc analyse reports and pivot table reports.**
* **Train and monitor staff in standard operating procedures and safe work practices and Follow up Health and safety procedures.**
* **Welcoming & helping clients who visit the office.**
* **Handle quires and respond appropriately to telephone calls and emails.**

**Admin / storekeeper October 2013 to December 2014 in S R steels India. (Wall manufacturing company)**

* **Manage all day to day activities paperwork and inbound and outbound transactions.**
* **Managing incoming and outgoing shipments, marking and packaging the materials.**
* **Handle responsibilities of identifying, locating arrange shipment request product.**
* **Physically count the stock, reports to manager.**
* **Responsible for monitoring and supervising process and procedure between Transportation services and supply chain provider.**
* **Directly reporting to manager with regards the incoming and outgoing shipment.**
* **Time to time checking for damage stock, defective stock and products complain.**

**Ware house lead August 2013 to September 2013 in Chalhoubgroup.(retail group) Dubai**

* **Monitoring inbound and outgoing shipments.**
* **Preparing D O for dispatches and update the systems.**
* **Receiving GRN and coordinate with delivery team.**

**Inventory controller july-2012 to July 2013 in Various ice products. Dubai. (concrete cooling plant)**

* **Receiving, sorting, logging&distribution all the incoming shipments.**
* **Monitoring level high cost inventory, slow moving, aging of inventories and inventories low shelf life**
* **Schedule the distribution delivery of plants and satisfaction to customer.**
* **Tracking all shipments ocean and road.**
* **Periodic cycle inventory counts, supervising year-end and monthly stock closing and update inventory systems.**
* **ABC analysis and pivot table chat prepare the reports.**
* **Supervising to all junior staff**
* **Reporting to the manager all inventory activities.**
* **Responsible for monitoring and supervising process and procedure between Transportation services and supply chain provider.**
* **Delivering the materials and items, after completing the applied regulations them for shipping.**
* **Responsible solve customer complaints as per the standard company policy.**

**Warehouse assistant Jan 2008 to May 2012 in Imdaad Dubai (fmcg project)**

* **Receiving, moving, checking and storing incoming goods.**
* **Checking and inspecting goods received and ensuring they are of accurate quantity type, and also acceptable quality.**
* **Packaging and labelling before material dispatched.**
* **Pick &pack materials.**
* **Selecting space for storage and arranging for goods to be placed in the designated areas.**
* **Storing stock away safely & supervise to all junior staffs.**
* **Remove hazardous materials from warehouse.**
* **Moving item through the warehouse from receipt to despatch to customer.**
* **Updating all data in computer.**

**PROFESSIONAL EXPERIENCE**

* **Knowledge of supply chain management and related fields.**
* **Have excellent numeracy, literacy and organisational skills.**
* **Delivering excellent customer service to clients who visit the office.**
* **Ability to follow processes and procedure accurately.**
* **Experience of Excel and ERP software.(MAXIMO)**
* **Experience of sap in sales & distribution&material management.(SD,MM)**
* **Strong problem solving skills.**
* **A comprehensive understanding of safety procedures. Certificate of trainingPPE, Fire&safety, Personal hygine,Safety sign &safety noise at Imdaad.**
* **Certificate of achievement value programmeDubai (Imdaad) training centre.**

**Personal& key competencies skills**

* **Experience in warehouse management.**
* **Experience in Sap mm &sd.**
* **Experience in Microsoft Dynamics 2012**
* **A good team players.**
* **Mathematical/statically ability.**
* **Stock rotation, documentary billing, staff leadership.**
* **Attention to detail.**
* **Mspackage ,Internet, Email.**
* **Administrative duties.**
* **Delivery of products.**
* **Shipping and receiving practices.**
* **Professional attitude and openness to work in a team environment.**

**ACADEMIC QUALIFICATIONS**

* **Logistics & supply chain management certification diploma passed out in Dubai (attested UAE government authority) 2013.**
* **Higher secondary education passed 2004 (India)**
* **Secondary education passed out 2002 (India)**
* **Bachelor of arts passed out 2007 (India)**
* **SAP sales &distribution training section passed out 2013 (India)**

**Personal details**

**Nationality Indian**

**Date of Birth April 25 1987**

**Marital status Single**

**Gender Male**

**I hereby declare the information furnished above is true to the best of my knowledge.**