**CURRICULAM VITAE**

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**AYIZAM**

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**CAREER OBJECTIVE**

To work for a progressive organization in which I can contribute my skills so as to enhance my own productivity at the same time achieving the organizations objectives. Also a quick learner and self-motivated by nature who has the ability to relate well with people at all levels; open to suggestions and can work on own initiative and work pressure. A challenging position in Business Process and Quality Management with an industry leader where I can exploit my experience in Supply Chain to bring excellent results.

**WORK EXPERIENCE**

* 10 years’ work experience in Aramex (2008-2018).

**Du Telecommunication (EITC) (2015-2018)**

* Working with ‘du’ as a Technology warehouse Supervisor as Aramex outsources team from July 2015 onwards.
* Item Code creations and Sub-Inventory creations for the various inventory organizations.
* Close interaction with Internal teams from Shipping team, Product management and Operations.
* Inventory and Return materials receiving are done in ERP and WMS.
* Expense materials receiving are done in Maximo.
* Preparation of Invoice, Credit note, Delivery Order, PO and GRN.
* Ensures that all work area is clean and well maintained.
* Maintain and update stock in Tally ERP to provide a live record of stock availability.
* Coordinate dispatch using deliver documentation or deliver notes.
* Document and file all Invoices and DO copies on daily basis.
* Generates barcode relevant to stock levels and oversee labeling process for ensuring accuracy.
* Plan requirements for storage space and facilities and make necessary preparations for receipt.
* Quarterly once plan and supervise in the schedule stock taking, to ensure on stock accuracy.
* Follow up on pending orders and coordinate with procurement department for local and international purchases.
* Inventory: Submit weekly and monthly forecasting for inventory management.
* Prompt reporting of any damage to or defects of products.
* Operations: Provides work direction to assigned personnel in the warehouse and stores.
* Works closely with procurement department and finance department.
* Works within the company’s policies and objectives and quality management system.
* Performs other duties as assigned to support other departments when required.
* Supervise receipt of incoming goods and posting GRN in System.
* Supervise all store issues and update the inventory software on timely basis.
* Checking all import containers and updating inventories accordingly.
* Participate in inventory count cycles.
* Ensure all warehousing policies and procedure is followed by the concerned team members.
* Preparation of analytical reports as requested by the manager.

**DTC (Dubai Taxi Corporation) – RTA (2009-2015)**

* Working with ‘DTC-RTA’ as a Store Keeper as Aramex outsources team from September 2009 to June 2015.
* Data entry on Oracle based JD Edwards.
* Posting of the invoices as per the delivery received.
* Issuing the spare parts to workshop as per the internal issue request.
* Determines the materials to be ordered, quality and set the time range when it is needed based from the requirement.
* Monitoring the Quality and Quantity of the spare parts and maintaining the same in the records.
* Check the quality and update stock analysis.
* Day to day variations in the uprising stock.
* Controls inventory levels of materials based from the consumption to ensure stock level is at par from the target monthly inventory without sacrificing supply availability.
* To exercise general control over all activities in Store Department.
* To ensure safe keeping both as to quality and quantity of materials.
* To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
* To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
* To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* To reserve a particular material for a specific job when so required.
* To issue materials only in required quantities against authorized requisition notes/material lists.
* To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

**ARAMEX –Logistics Centre, Jebel Ali Free Zone (2008-2009)**

* Worked as Team member in warehouse.

**EDUCATION QUALIFICATION**

* Secondary Board of Education (10th).
* Senior Secondary School Examination (12th).

**PROFESSIONAL QUALIFICATION**

* Advance Diploma in Airline, Travel and Tourism Management (Academic College of London).

Specialization in Reservation and Air Ticketing (GALILEO).

* Advance Diploma in Logistics and Supply Chain Management (Academic College of London).

**COMPUTER SKILLS**

Proficient in Oracle ERP, WMS, Maximo, MS Office.

**PERSONAL ADDRESS**

Date of birth : 20/03/1988

Nationality : Indian

Languages Known : English, Malayalam, Hindi, Arabic (Reading and writing)