



JOHN

WAREHOUSE SUPERVISOR & STOREKEEPER .

Objectives

Experienced Chemicals Warehouse Executive and Supervisor with more than 16 years invested in working in a warehouse environment. I have worked in warehouses for Chemicals, Medical equipment supplies, and Automobiles. I hope to be considered for the Warehouse Executive position in your company.

Skills

- I have experience in both chemical warehousing and general warehousing.
- I know about computer programs such as Tally ERP 9, and MS Office.
- I have an organized and detailed approach to my work.
- The individual performs effectively when working with a team.

Nanjil Industries. Ranipet

Warehouse and Procurement Executive” Jan 2021 till date

Responsible for:

Handling a team of 12 employees and supervising their work, Responsible for the daily operation of the Warehouse, responsible for reporting to the General Manager, set goals and targets for the employees and motivating them to achieve these targets and goals, responsible for handling all the queries and problems of the employees.

- Organized a neat and clean warehouse and ensured achievement of all goals.
- Having a clear understanding of the company's policies and vision and how the warehouse contributes to these.
- Supervised facility even on weekends and ensured smooth working.
- Analyzed warehouse processes and provided feedback to improve quality and reduce prices.
- Performed safety/FDA audits and ensured compliance with all warehouse safety standards.
- Resolved all operational issues and escalated complex issues.
- Maintaining supplier-wise inventory and carrying out inventory stock checks to have discrepancy-free stock. Coordinate with suppliers for Raw & packaging materials.
- Coordinate with transporters for receipt & Dispatch of consignments.
- Maintaining the daily operation of the distribution center in the areas of stocking, receiving, and dispatching for the stockroom.
- Monitoring stock levels. Creating Inventory control report and MIS daily status report.
- Maintained a good rapport with the employees.
- Research potential vendors
- Compare and evaluate offers from suppliers, and Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery, and Review the quality of purchased products.
- Enter order details (e.g. vendors, quantities, prices) into internal databases, and Maintain updated records of purchased products, delivery information, and invoices.
- Prepare reports on purchases, including cost analyses, and Monitor stock levels and place orders as needed.
- Coordinate with warehouse staff to ensure proper storage.

ADDITIONAL RESPONSIBILITIES:

- Supports Packing and Dispatch Functions

ENVIRONMENTAL RESPONSIBILITIES

Maintains a safe and clean working environment by complying with procedures, rules, and regulations. Ensures safe handling and disposal of hazardous material.

KNOWLEDGE AND SKILLS:

- Excellent verbal and non-verbal communication skills
- Customer service skills
- Problem-solving abilities and Leadership capabilities
- Teamwork skills and Safety and security awareness
- Organizational skills
- Tally ERP 9 and Microsoft Office Applications

Falcon General Trading LLC. Dubai
Warehouse Supervisor Oct 2018 to Dec 2020

The company represents a well-renowned name in the chemical trade business catering to the needs of customers in different segments such as water treatment, metal treatment, food and beverages ingredients, personal and home care, pharmaceutical, and oil & gas chemicals.

Responsible for:

Reporting to: Warehouse Manager

- Plans, organizes, and supervises the operations of the warehouse facility daily basis.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
- Selecting space for storage and arranging for goods to be placed in the designated areas.
- Making sure that all inventory processes are completed on the same day.
- Supervise Loading and unloading Lorries, vans, and other vehicles, and labelling goods that have arrived at the warehouse.
- Supervising the work of junior staff, and accurately updating all data into computer and manual recording systems.
- Contacting transport companies and coordinating dispatch and delivery with them.
- Ensuring a clean and safe workhouse for staff to work in, and Storing stock away safely.
- Monitoring stock levels, and Moving items through the warehouse from receipt to dispatch to customers.
- Measuring and reporting the effectiveness of warehousing activities and employees' performance
- Allocated necessary space for stock rotation and assisted with the proper FIFO process.
- Ensured SOPs were being followed, and Organize and maintain inventory and storage area
- Supervises the processing of all requisitions and requests for proper invoicing according to warehouse codes.
- Developed and implemented a truck loading process that simplified and maximized driver's time.

Nanji Industries. Hosur.
Warehouse & Logistics In-Charge Nov 2015 to Sep 2018.

Reporting to: Managing Director

Responsible for:

Supervised 25 employees in Chemicals warehousing, shipping, and receiving. Trained, evaluated, coached, and developed team members.

- Supervising, and preparing plans for daily Inbound / Outbound movement.
- Maintain items records, document necessary information, and utilized reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Determine staffing levels and assign workload
- Visual Inspecting for incoming shipments to report any outside damage to the Logistics team before signing the delivery note.
- Interface with customers to answer questions or solve problems
- Coordinate with the Logistics team to provide missing documents for received Shipments
- Receives all incoming materials and reconciles with purchase orders.
- Maintained appropriate inventory levels and provided product loss control.
- Secured company assets by verifying and auditing outbound shipments and returns.
- Utilized Tally ERP 9, Outlook and MS Office software to provide accurate product and financial reporting.

Ewan Medical Company. KSA.
Warehouse In-Charge Oct-2013 to Oct-2015

The company was established in 1993 as a limited liability company to provide state of art medical services to the population of Saudi Arabia and neighbouring countries, by focusing its activities in healthcare and related fields.

Responsible for:

- Overall handling of Inventories at stores (Raw Material, Packing Material etc.).
- Receipt of Raw Material through proper checking of documents while receipt of material. Trained existing staff in basic warehouse operations.
- Issuance of the material as per production requirements.
- Maintaining Stock of Raw Material and Packing Material.
- Dispatch of Finished Goods with all required records.
- Maintenance of Temperature and humidity Records at the stores.
- Supervision of Cleaning of Stores.
- Manpower planning as per workload.
- MIS reports for inbound functions.
- Prepare and Maintain Stock As per the FIFO System.
- Coordinating with auditors for Perpetual Inventory.

Medicare Pvt. Ltd. Hosur.
Stores In-Charge Sept-2011 to Aug-2013

Responsible for:

- Responsible for entire store management i.e. incoming and outgoing material with 100 % inventory accuracy
- Follow up on all RM & PM receiving status from the Purchase Department.
- Prepare and maintain GMP documents related to the Store Department.
- Prepare and Maintain Stock As per the FIFO System.

- Prepare Daily reports of stores.
- Maintain the warehouse as per the guidelines of the QA Dept.
- Prepare daily dispatch details and keep track of dispatch goods.
- Prepare Monthly Stock Statement.
- Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents.
- Inform the purchasing department well in advance about the items that reach the re-order level to order from supplies.
- Responsible for the cleanliness of the store.
- Disposes of expired and waste stock according to the current procedure.
- Expertise in Internal/External Auditing.

Saud Bahwan Group LLC- Muscat.
Store Keeper Oct'-2008 to Aug-2011

CORPORATE PROFILE. Building Brands. ... In the Automotive sector, the Group represents several automotive brands including Toyota and Lexus in Oman. Best Cars, the Group's Pre-owned cars outlet is synonymous with reliable quality and value.

Responsible for:

- Experience in handling independently a large warehouse dealing in Automobile Spare parts.
- Receipt of material from receiving section, its posting & uploading on system.
- Preparation of material Tags for each item.
- Responsible for proper stacking & updating.
- Knowledge in Imports/Exports, Dealing with Branches, Service Depts., etc.
- Maintenance of Daily Tools Issue / Return registers.
- Branch visit and co-ordination.
- Monitoring the daily warehouse operations.
- Proper stocking on ABC analysis with extreme care for "A" category parts.
- Ensuring the strict adherence to 'First come first out' system.
- Dispatch of Finished Goods to all branches.
- Fulfilling the complete Export requirements including packaging.
- Coordinating with auditors for Perpetual Inventory.
- Having knowledge of IBM AS400.

Raj Automotive Industries Pvt. Ltd. Hosur
Purchase - Officer - July 2006 to Sep 2008

Responsible for:

- Receipt of indent, sending enquires to vendors.
- Obtain quotes and seek clarification with vendors for processing the proposals.
- Consumables & Other industrial Requirement.
- Technical purchases and work orders.
- Advance payment release and reconciliation.
- Maintain statistical reports daily / Monthly / yearly for incoming material, Transports, billing etc.
- Keeping track of Suppliers Catalos / Supplier Supplied samples / Shipment samples received.
- Handling of subcontract issue for more than 250 Components – QCD Activity.
- Ending of Payments to supplier by providing GRN statement to Accounts.
- Reconciliation of sub-contract items.
- Preparing monthly purchase reports.
- Working in a software Visual Basic.

Languages

| Languages | Read | Write | Speak |
|-----------|------|-------|-------|
| English | Yes | Yes | Yes |
| Tamil | Yes | Yes | Yes |
| Hindi | No | No | Yes |
| Malayalam | No | No | Yes |

SCHOLASTIC

Course : B.Com.,[Bachelor of Commerce]
Institute / : Annai Velankanni College.
College
Year of : April 2004.
Completion

PERSONAL DOSSIER

Nationality : Indian
Date of Birth / Age : 20- March- 1983
Marital status : Married
Visa Status : UAE Visit Visa
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Human Resource Management, Market Research & IT Consultant
Portal Services | Public Networking | Website Design | Digital Marketing

Manpower Recruitment (Professionals + Labors) | Remote Workers | Job Advertisement
Job Search Assistance | CV Writing - Distribution | Visa Service | Certificate Attestation

Manpower Sourcing - Recruitment Services



India



Philippine



Pakistan



Ethiopia



Nepal



Egypt



Sri Lanka



Indonesia



Bangladesh



Mexico

Providing Professional Services to Employers since year 2002
Authorised Foreign Representative of Licensed Manpower Agencies

Issue Demand Letter > Chamber of Commerce + Embassy Attestation >
Interview Candidates Online > Issue Visa + Ticket to Selected > Manpower Deployed