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| **SIJIL**  [**Sijil.71262@2freemail**](mailto:Sijil.71262@2freemail) **.com** | |
| **Objective** | |
| To obtain suitable position in **WAREHOUSING** Furthermore to be known as an integral part of the team-oriented company utilizing my technical knowledge and analytical skills to work in a team as well as individually with the desired level of output for the organization. | |
| **Education** | |
| **M.Sc Computer Science: University of Calicut,INDIA(Aggregate Marks - 71%)**  **B.Sc Mathematics: University of Calicut,INDIA*\*Gold Medalist\** for the**  **Top Scorer in B.Sc Mathematics (Aggregate Marks - 90%)**  **T.H.S.L.C:Board of Technical Education,INDIA(Aggregate Marks - 67%)** | |
| **My Strengths** | |
| * Excellent in MS Office Packages (Word, Excel and PowerPoint). * Quick learner, energetic and self-motivated team player. * Excellent communication, interpersonal, technical, analysis and leadership skills. * Ability to adapt to any environment or situation. | |
| **Work Experience** | |
| **In U.A.E**  **A total of 9 YEARS Experience in U.A.E in LOGISTICS & WAREHOUSING FMCG Environment.**  **Company Profile**   1. **MASAFI MINERAL WATER CO. L.L.C – DUBAI (Jan 2012 up to present).**   **Position : Warehouse Manager.**  **Responsibilities:**  **Warehousing**   * **Preparation of M.R.P (Material Recruitment Planning) , D&OP (Demand & Operational Planning)& Hauling plan for all regions including exports.** * **Guidance to the Team for Receiving Consignments from Masafi Factory through Containers (at least 10 Trailers daily)& shipments from Outside of U.A.E.** * **Instructing team for Inspecting and Proper Arrangementof Goods in Store.** * **Ensure the Inside & Outside of Store is neat and Tidy always.** * **Strict follow up with the Team to make DIFOTAI(Delivery In Full On Time Accurately Invoiced) more than 95% daily in all respects.** * **Managing a total of more than 250 warehouse staffs & 50 delivery trucks.** * **Ensure the Delivery of goods to Customers on time without complaints.** * **Solve, if there is any issue in Delivering Goods to Customers by coordinating with Sales Manager/Supervisors & Head Of Sales.** * **Prepare and send to Top Management consolidated Weekly Aging Report, Daily DIFOTAI-KPI Report and other necessary Reports of all Regions.** * **Preparation of W/H Staff’s O.T & Incentive every month and Leave plan of staffs.** * **Manpower Recruitment planning by coordinating with Head Of Supply Chain.** * **Manage &Solve all the Staff related issues.** * **Guidance to all the Team including Region Team for all System Related Issues.** * **Ensure very minimal Inventory Variance.** * **Guidance to the Team at our branches of Oman, Kuwait & Saudi.** * **Ensure all the activities competed from logistics for Finance’s month closing by coordinating with Team & Finance.** * **Mail communication to all the Team and Management.**   **Inventory**   * **Proper arrangement of goods SKU wise and according to Expiry dates in the Warehouse (Strictly follow FIFO system).** * **Ensure there is no Out Of Stock skus daily in all Regions.** * **Weekly reporting of expiry dates of all goods to Top Management.** * **Monthly Stock Count and reporting to the Management.**   **WMS system**   * **Use Oracle (For all transactions), new twos/w s “Road Net” (For delivery Planning), “BLASÉ” (For delivery Invoicing & G.R.Vs).** * **Online controlling of all Delivery Agents through BLASÉ Technology.** * **Planning of all next day deliveries at night through Roadnet Technology.** * **All the Receiving(Local shipments, G.R.V & Invoice Returns) & Transferring (To regions or others) in the system through Oracle s/w.** * **P.R & P.O creation& G.R.N in Oracle for outside U.A.E shipments and for other W/H requirements through the proper approvals.** * **Reconciliation Reports of Invoices and G.R.Vs to cross check the transactions.**   **Company Profile**   1. **AL YASRA FOODS ORGANIC DIVISION L.L.C – DUBAI( Dec 2009 to Dec 2011 ).**   **Position : Warehouse Manager**  **Responsibilities:**  **Warehousing**   * **Receiving Consignments through Port, Air cargo &local .** * **Release the Shipments for Sale from DubaiMunicipality.** * **Inspecting and Proper Arrangementof Goods in Store.** * **Arranging &Inspecting the goods as per Invoices according to Customer’s P.O’s.** * **Separating the deliveries for all trucks according to areas and receiving time priorities.** * **Delivering the goods to Customers on time.** * **Solve ,if there is any issue in Delivering Goods to Customers by coordinating with Sales Supervisor & Key Account Manager.** * **Guiding all the Warehouse staffs for the smooth running of Warehouse without any delay or complaints.**   **Inventory**   * **Proper arrangement of goods SKU wise and according to Expiry dates in the Warehouse (Strictly follow FIFO system).** * **Daily reporting of Deliveries & G.R.V's details with amounts.** * **Monthly reporting of In & Outbound weights from all Invoices and Shipments per month for preparing Warehouse rent.** * **Daily monitoring of the Fresh good's expiry dates and monthly stock taking of Dry goods with expiry dates and reporting to the Sales Manger.**   **WMS system**   * **Entering the new shipments stock to the system through Oracle s/w.** * **Preparing Invoices through Oracle system according to the customer's Purchase Orders** * **G.R.V and Invoice returns data entries through Oracle system** * **Data entries of sales and marketing samples in Oracle system with Sales Manager's approval** * **On time reporting of Warehouse requirements and activities to the Sales Manager through e-mail.** * **Ensure the all data entries in system are without mistakes by rechecking all before posting.**   **2.GULFCO TRADING & REFRIGERATING ( JUMA ALMAJID GROUP )**  **- ALQUOZ – DUBAI( Feb 2009 - Dec 2009).**  **Position :Store Keeper**  **Responsibilities:**  **Warehousing**   * **Receiving Consignments through Port, local & from Branches.** * **Inspecting and Proper Arrangementof Goods in Store.** * **Arranging &Inspecting the goods as per Invoices according to Customer’s P.O’s.** * **Delivering the goods to Customers on time.**   **Inventory**   * **Proper arrangement of goods SKU wise and according to Expiry dates in the Warehouse (Strictly follow FIFO system).** * **Monthly stock taking of Inventory with expiry dates and reporting to the Warehouse Manger.**   **WMS system**   * **Entering the new shipment stock (S.R.V) to the system through Oracle s/w.** * **R.M.A(Returns from Customers)& Move Orders (From Branches) entries through Oracle system.** * **Data entries of Sales and Marketing samples (S.I.V) through Oracle system with Warehouse Manager's approval.**   **3.AWAFI FOODSTUFF IND.CO.LLC ( JUMA ALMAJID GROUP ) - ABU DHABI**  **(Mar 2006 – Feb 2009).**  **Position :Store Keeper**  **Responsibilities:**  **Warehousing**   * **Receiving Consignments from Head Office Production Department.** * **Inspecting and Proper Arrangementof Goods in Store.** * **Arranging &Inspecting the goods as per Invoices according to Customer’s P.O’s.** * **Delivering the goods to Customers on time.**   **Inventory**   * **Proper arrangement of goods SKU wise and according to Expiry dates in the Warehouse (Strictly follow FIFO system).** * **Monthly stock taking of Inventory with expiry dates and reporting to the Warehouse Manger.**   **WMS system**   * **Data entry of store goods to Accountant for Invoicing through Great Plains s/w.** * **G.R.V (Returns from Customers)data entries to store stock from accountant.**   **In INDIA**  **Programmer : 1 years of Experience -GLITZ-IT Campus, INDIA.**  **Responsibilities:**   * **Development ,Testing, Debugging and Implementation .**   **IT Coordinator: 2 years of Experience -Educational**  **Institution, INDIA.**  **Responsibilities:**   * **Office Documentation, Computer lab Instructor.** | |
| Software proficiency | |
| Operating Systems**Windows family and Linux**  Languages **C, C++, HTML and Visual Basic 6.0**  Application Software:**Oracle, Great Plains, MS Office and Open office Packages**  Database Technologies**Oracle 8.0, MS-Access**  Internet Software **Adobe Acrobat 5.0, Internet Researching skills** | |
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| **Certification** | |
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| I, the undersigned, certify that to the best of my knowledge and belief, the above-presented information is correct and is a true description of my qualifications. | |
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