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BRUNO

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**Summary**

Adaptable Warehouse Supervisor / Storekeeper with extensive experience in material handling, inspections, shipping, dispatching and receiving. Focused on continual process improvement, accuracy and cost reduction .

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| * Presentation and Interpersonal Skills, Friendly and pleasing mannered . | * Able to work in fast-paced , high-pressure   environment |
| * Possessing good presence of mind. | * Diligent |
| * Safety-oriented | * Exceptional problem solver |
| * Results-oriented | * Fluent in English, Hindi, Marathi |
| * Adaptable | * Multi-task |
| * Customer-service focused   **Accomplishments** | * Strong communication skills |

**Key Skills**

Initiated 3 new routes that reduced delivery time by 40 % . Reduced overheads by 35% from warehouse operations. Achieved 99% accuracy during the Dec 2016 annual physical stock take audit.

**Experience**

**Team Leader Operations (Warehouse)**

**Agility Global Integrated Logistic – CL –September 2013 to May 2017**

**Duties and responsibilities of Team Leader**

* Handling shift independently.
* Correspond with the Manager / CSR and the concerned dept. through mails for the daily activities

requirement and the queries.

* Coordinate and reporting to the manager on the day to day activities and the requirements if needed.
* Preparing of the shipments as per the schedule provided through mails.
* Monitor day to day activities on the floor inside the warehouse**.**
* Cross checking of the outbound / inbound shipment if the QC is done accordingly.
* Briefing the floor staffs regarding the safety measures before handling the task.
* Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation, and communication of work-related information to the manager and handling the supervisor position when on vacation and leave.
* Report to the Manager periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.
* Intercede with the supervisor / manager on behalf of the team to inform the supervisor / manager of performance management issues/problems and to recommend/request related actions, such as assignments, reassignments, promotions, tour of duty changes, peer reviews, and performance appraisals.
* Coach, facilitate, solve work problems, and participate in the work of the team
* Observe training needs and relay training needs and requests to supervisor
* Follow proper SOP’s established by the company.
* Reported inventory balances and stock counts in the Exceed workstation System.
* Working with exceed system and usage of RF guns.
* Working in a temperature controlled environment of 15-25 DC and cold chain environment

off 2-8 DC.

* Configuration and downloading of Temp Tales and sending reports of Temp Tales to client.
* Maintaining Temperature accuracy for Inbound and Outbound shipments.

**Warehouse Storekeeper**

**UPF International – October 2009 to April 2012**

* Supervised material flow of import , storage , local and export order fulfilment.
* Maintained accurate stock records and schedules.
* Key member of local and export distribution operations team, which coordinated shipments across seven countries.
* Reduced operating costs by 30% by implementing new policies and procedures.
* Conducted monthly , quarterly and yearly inventories of warehouse stock .
* Reported inventory balances and stock counts in the JD Edwards System.
* Resolved dispatch issues in a timely manner, including coordinating for goods return.
* Oversaw warehousing and storage practices and housekeeping.
* Followed proper SOP’s established by the company.
* Worked at a rapid pace to meet tight deadlines .
* Verified and recorded the count and condition of goods received and dispatched.

**Storekeeper**

**ITL - (Cosmos) – June 1994 to May 2004**

* Established operational procedures, verification of incoming and outgoing shipments, handling and disposition of materials.
* Storage and inventory control of textiles, electronics, and mechanical parts.
* Computer stock management and control using WAN based systems with Oracle and C++.
* Maintaining safety and security in warehouse operations.
* Preparing marketing reports, providing operational support and corresponding with various agencies for offering good service to customers.
* Liaison with insurance companies for settlement of claims for short landed damaged goods.
* Direct supervision of 15 drivers and 30 loaders
* Transportation of containers, warehousing of import goods, planning and procurement.
* Export marketing and import documentation, l /c, customs clearance, materials warehousing and materials sourcing.
* Liaising with freight forwarders and various other office / admin tasks.
* Coordinating between various departments for offering quality service to customers.
* Preparing marketing reports, providing operational support and corresponding with various agencies for offering good service to customers.

**Education**

B.Com (Bachelor Of Commerce): Business Administration, 1989

Ness Wadia College of Commerce / Pune University – Pune, Maharashtra, India

**Affiliations**

Successfully completed the First Aid and Fire and Safety Certification Course as per JAFZA terms and conditions in the year 2016.

**Additional Information**

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* Date of Birth: 03/06/1967 / Indian / Male / Married / Reference available on request.