

**Mansoor**

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“CURRICULUM VITAE”

**Career Objectives**

**I mansoor worked as warehouse manager with FMCG firm in gulf Kuwait for more than 12 years with fluent knowledge of spoken English and Arabic would like to pursue a career where my potentials match the organizational growth and to contribute for the achievement of company goals with betterment of my career**.

**Work Experience (Gharghour Arabian Trading)**

**Warehouse Manager (Jan 2012 – Nov 2017)**

* **Maintain receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.**
* **Offloading of new shipments and informing the finance dep’t in case of goods damage or loss.**
* **Responsible for offloading and loading of company vehicles for the supply of goods in various super/hyper/local/wholesale markets.**
* **Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.**
* **Control inventory levels by conducting physical counts; reconciling with data storage system.**
* **Maintain physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.**
* **Achieve financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.**
* **Complete warehouse operational requirements by scheduling and assigning employees; following up on work results.**
* **Maintain warehouse staff by recruiting, selecting, orienting, and training employees.**
* **Maintain warehouse staff job results by counseling, and disciplining employees; planning, monitoring, and appraising job results.**
* **To contribute to team effort by accomplishing related results as needed*.***

**Sales Supervisor (July 2003 - May 2005)**

**(Al Zahem Company)**

* **Daily market review through salesman and van salesman.**
* **Cash Collection and update S.O.A (Statement of account) of clients through area salesmen.**
* **Thorough checking of short expiry goods within the Outlet through salesman.**
* **Brief charting of small scale plans and targets**
* **Meetings on weekly basis with sales manager for upcoming targets and sales promotions.**

**Executive Secretary (Jan 2001 - May 2003)**

* **Responsible for calling general and annual board meetings and ensuring the implementation of the decisions.**
* **To welcome foreign/national visitors and guest and direct them appropriately.**
* **Arranging the maintenance visits and lodging the duration thereof**
* **Maintain the general filing system and file all correspondence**
* **Assist in planning and preparation of meetings/conference.**
* **Maintain an adequate inventory of office supply and monitor the use of supplies and equipment’s.**
* **Respond to public quires and provide secretarial support**
* **Answering calls and forwarding the message to the concerned**
* **Receipt of courier parcel**
* **Confident when using computers and office equipment’s**.

**Educational Qualification**

* **Passed SYB.sc (Second year Bachelor in science) in the year 1997-98.**

**Additional Qualification**

* **Diploma in windows application**
* **Typing speed of 50wpm**
* **Leader in sports and team work**
* **Awarded “ best employee “ twice working with FMCG**

**Personal Information**

**D.O.B: 29-04-1977**

**Nationality: Indian**

**Religion: Islam**

**Language Known: English, Arabic, Hindi, Marathi, Urdu, Kokni**