**CURRICULUM VITAE**



**Malcolm**

Dubai (U.A.E)

Email ID: [malcolm-399440@2freemail.com](mailto:malcolm-399440@2freemail.com)

Mob no: +971 504753686

Visa Status: Employment Visa

**CAREER OBJECTIVE:**

To obtain a position in an organization that would facilitate to develop my skills while contributing to the organization goals.

**Construction equipment supplier based in DUBAI**

**WAREHOUSE MANAGER From 22-07-2019 to till date.**

* Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
* Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
* Controls inventory levels by conducting physical counts; reconciling with data storage system.
* Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
* Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
* Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job result.
* Place stored items in safe, appropriate locations, taking into account temperature, light exposure, size, weight, and available space.
* Maintain security of the warehouse, loading dock, and surrounding area to prevent theft.
* Manage the intake of items to be stored in the warehouse

**FARLIN TIMBERS FZE JEBAL ALI FREE ZONE (DUBAI) WAREHOUSE INCHARGE From 08-08-2013 to 25.04.2019.**

* Responsible for overseeing the inventory management process, defining departmental strategies for appropriate inventory levels.
* Eliminating obsolete and off-spec material, and reduce aging material.
* Develop methods and procedures for scheduling of raw materials from suppliers to support manufacturing in achieving customer.
* Develop and maintain transportation system on domestic and international freight that ensures business needs are met.
* Manage customer service activities including order entry, customer satisfaction, interface with sales, production, labs, regulatory, and quality.
* Resolving critical customer complaints.
* Create, manage and achieve the overall logistics and customer service department budgets.
* Develop and lead Sales and Operations Planning (S&OP) process.
* Ensure Company is in compliance with laws and regulations regarding transportation, including hazardous materials. Resolve any legal issues pertaining to transportation/distribution.
* Ensure Logistics Department complies with ISO 9002 requirements.
* Maintain receiving, warehousing and distribution operations by initiating, coordinating and enforcing program operational and personnel policies and procedures.
* Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols, Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met.
* Oversee the planned maintenance of vehicles.

**SANZI GROUP UK CO. LTD (ZHENJIANG YIWU, CHINA) 25-03-2012 TO 31-01-2013 PURCHASE & EXPORT CO-ORDINATOR.**

* Monitoring the quality, quantity, cost and efficiency of the movement and storage of goods
* Coordinating and controlling the order cycle and associated information systems.
* Analyzing data to monitor performance and plan improvements and demand
* Allocating and managing staff resources according to changing needs.
* Liaising and negotiating with customers and suppliers.
* Responsible for the execution of export documentation requirements for shipments.
* Arrange details of shipments with forwarders, carriers as necessary for exports.
* Produce labels and other documents for domestic shipments.
* Transacting of daily shipments, adhere to all ISO Procedures and Work Instructions.
* Prepare complete set of documents pertaining to export shipping documentation based on L/C and/or other credit terms.
* Issue Certificate of Origin, Customs/ Insurance declaration, Monthly delivery/sales reports, issue payment vouchers, etc.
* Generate all required export documentation; bill of lading, invoices, packing list
* Take care of export documentations, liaison with various government and non government department like excise, export promotion bureau, shipping company
* Arranges shipping details such as export licenses, customs declarations, packing, shipping and routing of product.

**MARESK LINE (A.P.MOLLER GROUP) SAFMARINE DIVISON Lower parel Mumbai. EXPORTS &IMPORT HANDLING: From 14-02-2011 to 31-12-2011**

* Export Invoice posting on web, Bill of lading posting, issuing export Invoice ,
* Booking Re-assignment, Cancellations
* Issuing Landing certificates
* Issuance of import delivery order for both cash as well as credit clients.
* Issuance of detention invoices to customers over the counter.
* Detention outstanding clean up in system for various locations.
* Free time updating of bills of landing in GCSS software as applicable.
* Issuance of stamp duty invoices to customers over the counter.
* Keeping proper track to ensure that documents are released to correct party/customer.
* Responsible for closure of certain tasks in GCSS software related to issuance of delivery orders of bills of landing.
* Ensure timely release of delivery order by co-coordinating with various departments.

**Pantaloons Retail India Ltd. A future group Venture (Bejai Mangalore)**

**Accounts/Finance From 17-04-2010 to 31-12-2010**

* Billing, Updating offers, settling manual bills, Sending daily sales report
* Maintain Accounts (Petty cash), Banking, credit notes, Credit note receipts.
* Training cashier for billing and cross selling.
* Stock check and inventory
* Day closing and depositing cash.

**M/S Christopher Automobiles (Authorized dealers for Bajaj puttur)**

**Sales Executive** **from 01-06-2009 to 14-04-2010**

* Advise customers on use and care of merchandise, Greet customers and discuss the type, quality and quantity of merchandise sought for purchase
* Estimate and quote prices, credit terms, trade-in allowances, warranties and delivery dates, Offered necessary support for merchandising.
* Consult with clients after sale to resolve problems and to provide ongoing support
* Organized bank transactions as well as regular sales reports.

**EDUCATION:**

Higher Secondary Certificate from St. Philomena’s Pre University College, Puttur.

Mangalore University.

Bachelor’s in Business Management from St. Philomena’s College, Puttur.

Mangalore University.

|  |  |  |
| --- | --- | --- |
| **TECHNICAL SKILLS:** |  |  |
| Operating Systems | : Windows-95/98/ME/2000/XP, MS-DOS. | |
| Application Software Known | : MS-Office XP/2000/97, Tally. | |
| System known | : REM, POS,MARS,GCSS,WEBI,ERP.LOTUS,OUTLOOK. | |
| Internet Knowledge | : Basic knowledge of browsing net & email. | |
| **PERSONAL DETAILS:** |  |  |
| Date of Birth | : | 26-05-1988 |
| Place of Birth | : | Madikeri |
| Religion | : | Christian |
| Marital Status | : | Married |
| Languages Known | : | English, Hindi, Konkani & Kannada |
| Interests & Hobbies | : | Cycling, Travelling, Drawing, and Reading |
| Driving License | : | UAE valid |

**DECLARATION:**

I hereby declare that the information furnished above is true and accurate to the best of my Knowledge. I am ready to submit all the relevant certificates to certify the above information is true. If I am given an opportunity, I assure u that I will sincerely meet your expectations.

Place: Dubai Malcolm