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| **SIJIL** **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.
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| **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.**
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| 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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