

# ASHLEY IAN RODERICKS

## GROUP MANAGER – IT & Facilities:

- ◇ A Young Confident Individual, where nothing is impossible. Proactive Self-development, eager to learn new possibilities. Willing to listen to Critics and make amends for the better. Capable of working without supervision. With a "Never Say DIE" Attitude. will go the extra mile to accomplish the Companies Vision & Mission
- ◇ A Multitasker able to manage and oversee the receiving, handling, storing, picking, and packing activities within Facilities, ensuring quality standards are met at all times.
- ◇ Exceptionally detail oriented, with the ability to track multiple facets of the warehouse/Offices at any given time.
- ◇ Able to achieve inventory accuracy, coordinate orders, and track shipping times, ultimately overseeing the fulfilment of millions of product orders every year.

## RESPONSIBILITIES: (FACILITIES – CRM - INVENTORY – LOGISTICS – IT.)

### 1. Organizational

- **Punctuality:** The commitment of positive day.
- **Time Management:** Successful Completion of Production Schedules for the day.
- **Space Management:** Effectively manage workspace mainly being Clean & Organized. Appropriately handle all paperwork, maintain control over the physical environment, ensure Health & Safety protocols.
- **Task Management:** Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines.
- **Keep in Mind,** Companies VISION and MISSION when conducting business.

### 2. Proactive / Reactive.

- Experience to work without supervision.
- **Proactive** ability to foresee problems and prevent them by taking prompt action.
- Utilize **analytical skills** and broad **understanding** of the business to effectively interpret and anticipate need of the moment.
- **Re-Active** (On Alert) to resolve problems that arise during work on and off site
- Take **responsible decisions** as and when required.

### 3. Adaptability

- Demonstrate **flexibility** in the face of change.
- Project a **positive demeanor** regardless of changes in working conditions.
- Ability to **manage multiple conflicting priorities** without loss of composure.
- **Optimism, Initiative and Anticipation** Needs
- Ability to be **accessible** and Friendly
- Honest with an **Open-Door** policy
- Technical Skills, Human Skills, Conceptual Skills.

### 4. Communication Skills

- Listening skills: Understands that the most important aspect of communication is the act of listening and actively works to improve those skills
- Oral skills: Speaks with confidence using clear, concise sentences and is easily understood
- Written skills: Produces well thought-out, professional correspondence free of grammatical and spelling errors
- Telephone/E-mail: Use high quality, professional oral and written skills (as described above) to project a positive image of the business.

### 5. Peoples Person

- Within the company requests must be dealt professionally Like Client /Service Provider
- Works as a competent member of the Team/Group Leader,
- Willing to providing back-up support for co-workers when appropriate
- Actively supporting group goals
- Grow and help others grow
- Change Management.
- Pragmatic and Emphatic approach to (resistant) Team members through Training and discussions in a group or "One on One".



## CORE COMPETENCIES

- Proactive.
- People Skills
- Multi-tasking.
- Attention to Detail
- Quick and Efficient.
- Analytical Thinking.
- Time management.
- Motivate/Train Staff
- Macro Management
- Team Player/Leader
- Monitor Key Projects
- Maintain Confidentiality.
- Set Policy and Procedures.
- Flexible and communicative.
- Assist with Budget Planning.
- Supportive to other Departments.
- Ensure smooth workflow of organization
- Work/Take initiatives without Supervision

## Contact

### PHONE:

+971 50 887 4460

### EMAIL:

Ashley.rodericks@outlook.com

### WEBSITE:

<https://www.linkedin.com/in/airzone>

## Hobbies

Painting, Photography, Reading  
Fishing, Trekking, Climbing &  
Camping

Most Indoor-Outdoor Sports  
Understanding how our world works  
by Reading/Viewing on the WEB.  
Entertainer

## Activities

Volunteer: NGO Participation, Animal  
Shelters,

## EDUCATION

### Venkatesh Open University

January 2015 – December 2019

Scholastic Subjects:

Marketing, Economics & Computer Application

### Don Bosco's Institute of Technology

January 1981 – August 1985

Scholastic Subjects:

Mechanical Trade Theory, Workshop Calculation & Science, Engineering Drawing, Machine Practical's.

## REFERENCES:

N: Anton Qubrosi

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D: Owner/ Managing Director (CSFS)

N: Ashish Saxena

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D: Owner/ Managing Director (ICES)

N: Andrew Johnston

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D: Administration Manager (DIAS)

N: Axel Rodericks

M: +971 50 357 6994

E: AXEL.R\_MHS@gemsedu.com

D: Dean of Music: GEMS Modern Academy

- Development (Self/Colleagues & Team/Company)

- Policy & Procedures (Revisions/Updates)

### 6. Client Service

- Clearly aware that the Customer is the purpose of our work.
- Interacts professionally with clients and associates at all times
- Promptly responds to requests with accuracy and a courteous demeanor
- Provide accurate information or put them on to the respective persons responsible.
- Business Understanding
- Demonstrate an awareness of fundamental business principles as well as an understanding of the overall industry in which its business operates.

### 7. Warehouse Production/Manufacturing: (includes labor accommodation)

- MEP, Service Contracts, Vendors and Suppliers, Partners
- Digital Document Control.
- Setup STORY BOARD for Schedule or Documentation for all maintenance requirements Preventive or Maintenance, Stock, Project and Events.
- Technical Skills, Human Skills & Conceptual Skills
- Cost Control
- Exhibit sound judgment and the ability to make reasonable decisions in the absence of direction
- Swiftly refers problems/issues to the appropriate person(s) when necessary
- Works effectively without constant and direct supervision or guidance
- Ensure Warehouse Operates at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, and training warehouse employees and establishing, monitoring, and managing operation goals
- Develop warehouse operations systems by determining product Life Cycle, handling and storage requirements, equipment utilization, inventory management, gate processes, and shipping
- Train and manage a warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals
- Oversee daily operations, while controlling and managing inventory and logistics
- Review and prepare workflow, manning and space requirements, equipment layout, and action plans while ensuring productivity, quality and customer service standards are met
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures and complying with legal regulations

### 8. Daily / Monthly / Quarterly / Annual.

- Supervise daily activities like quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service.
- Schedule and oversee warehouse team to meet the demands of the fulfillment center, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance as needed
- Meet regularly with warehouse leads and Clients, to review, analyze, and develop actionable plans for productivity and loss prevention
- Maintain 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.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Control inventory levels by conducting physical counts; reconciling with data storage system on a regular basis.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Cost Control, schedule expenditures; analyze variances; initiate corrective actions.
- Complete warehouse operational requirements by scheduling and assigning employees; with follow up on work results.
- Maintain warehouse staff by listening to them, asking questions, Training and update Staff.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Maintain Staff through Recruitment, Selection, Orientation, Supervision, and training employees.
- Safety Management, Developing Standards, Managing Processes, Surveillance Skills, Inventory Control, Reporting Skills, Analyzing Information, Equipment Maintenance Judgment
- Routine/Surprise. Checks at Staff Accommodation to ensure that it is clean and hygiene with all necessities available for their comfort.

#### 9. INFORMATION TECHNOLOGY.

- Computer/Technical Skills (Servers, Exchange, Microsoft365, Teams, Share Point, Cloud/Flares, Firewall, Devices & Accessories)
- ERP, Production, Operations, HR & Payroll, H & S, CRM, Inventory & Logistics.
- Take timely & corrective Action, Disaster Recovery.
- Displays proficiency using standard office equipment such as a computer, fax, photocopier, scanner, etc.
- Demonstrates advanced proficiency by adapting to new technology and easily acquiring new technical skills.
- ISO Implementation & Certification.

#### 10. Sales & Marketing.

- Closed sale deals with Client including Design Production and Installation
- Demonstrate and contribute ideas to improve Sales through better marketing, Training and product awareness against competitors.

### OCCUPATIONAL CONTOUR

UNITED ARAB EMIRATES.		
Aug 2021 to Jan 2022	<b>DUBAI ARABIAN AMERICAN PRIVATE SCHOOL</b>	IT Co-Ordinator (Manager)
Sept 2015 – July 2021	<b>Create Specialist Fabrications Services L.L.C</b> <b>A Company of Invent Creative &amp; Event Services L.L.C</b>	Group Manager IT, Facilities, Inventory Logistics & Development of Information systems & Communications for the Group.
Jan 2006 - Aug 2015	<b>SPADAMCO Holdings</b>	Group IT Ops. Manager. ERP for CRM, Retail, Restaurant, HR, Finance, Inventory & Logistics
Jan 2004 – Dec 2005	<b>Manoconsult L.L.C. (Swiss Co.)</b>	Project Manager.
Mar 2002 – Dec 2003	<b>McGordons L.L.C. (Swedish Co.)</b>	Manager Installation/Support/Training.
Oct 1998 – Mar 2002	<b>Computronic Trading. L.L.C.</b>	Senior Supervisor Sales/Installation Support.
INDIA.		
Jan 1998 – Oct 1998	<b>NETSoft Solutions Corp.</b>	Country Manager – IT (HQ -USA) Installation/Training/Support
May 1997 – Dec 1997	<b>TEAM Computers LTD.</b>	Regional Manager Customer Support - IT.
April 1987 – April 1997	<b>Pertech Computers LTD.</b>	Asst. Regional Manager Customer Support.

### MAJOR ACHEIVEMENTS

**India's** First Ever Call Center for DELL Corp. USA (Pertech Computers Limited, New Delhi - INDIA).

**Cross Network** Platform Networking for Mazgon Docks. Mumbai-India'

**First Computerized** University - North-Eastern Hill University, Shillong – Meghalaya – India.

**First Computerized** Train Schedule Display – Patna – India.

**First Computerized** Airport Taxi, Auto Service New-Delhi – India.

**Bombay Stock Exchange** Computerization – Mumbai - India

**Implemented** Microsoft NAVISION (Dynamic ERP) for a Group of companies having diversified profit centers in Oil & Gas, Hospitality, Retail, Restaurant Concierge, Call Center, Yachts Sales and Service, Sports Equipment.

**Implemented** ERP for the Group, Invent Creative Event Services LLC, Finance, HR Payroll, Production, CRM, Manufacturing, Inventory & Logistics

### PERSONAL DETAILS:

**VISA TYPE:** Residence VISA

**Passport:** M5549735 – Validity :7<sup>th</sup> September 2031

**Driving License:** UAE Validity 24<sup>th</sup> December 2026

**Transferable VISA:** (Immediate)

**Ashley Ian Rodericks.**