

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

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<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	DUBAI ARABIAN AMERICAN PRIVATE SCHOOL	IT Co-Ordinator (Manager)
Sept 2015 – July 2021	Create Specialist Fabrications Services L.L.C <i>A Company of Invent Creative & Event Services L.L.C</i>	Group Manager IT, Facilities, Inventory Logistics & Development of Information systems & Communications for the Group.
Jan 2006 - Aug 2015	SPADAMCO Holdings	Group IT Ops. Manager. ERP for CRM, Retail, Restaurant, HR, Finance, Inventory & Logistics
Jan 2004 – Dec 2005	Manoconsult L.L.C. (Swiss Co.)	Project Manager.
Mar 2002 – Dec 2003	McGordons L.L.C. (Swedish Co.)	Manager Installation/Support/Training.
Oct 1998 – Mar 2002	Computronic Trading. L.L.C.	Senior Supervisor Sales/Installation Support.
INDIA.		
Jan 1998 – Oct 1998	NETSoft Solutions Corp.	Country Manager – IT (HQ -USA) Installation/Training/Support
May 1997 – Dec 1997	TEAM Computers LTD.	Regional Manager Customer Support - IT.
April 1987 – April 1997	Pertech Computers LTD.	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 :7th September 2031

Driving License: UAE Validity 24th December 2026

Transferable VISA: (Immediate)

Ashley Ian Rodericks.