

Curriculum vitae

Ajamal Nurani

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Add: - Al Rashidiya, Dubai



Career Objective

- Seeking a responsible post for challenging position and looking forward to making a significant contribution in a company that offers a genuine opportunity for progression.

Current Work Experience

- | | | |
|-------------------------|---|-------------------------------------|
| • Organization | : | DXBUY GOODS TRADING. (Dubai) |
| • Nature of the company | : | B2B Retail Marketing & E Commerce |
| • Period | : | March 2019 to Present |
| • Working period | : | 2 Years& 10 Months |
| • Designation | : | Operations Supervisor |
| • Responsibilities | : | Warehouse & logistics |

Job Profile

- Supervise the execution and the accuracy of the daily orders fulfillment.
- Ensure dispatching and monitor of the assigned orders to the drivers in tandem with the customer requirements and plan routes schedules.
- Engage with customer support and drivers to ensure proper information are distributed for successful completion of deliveries within the time frame.
- Collect the feedback of the drivers related to app installation, customer repeated complaints, feedback of drivers about customers and competitors study.
- Handle all vehicles related formalities and documents such as insurance, renewals, accidents and maintenance.
- Ensure that drivers are following the route sequence and the delivery ETA and actual completion time is match. Monitor the vehicles routes and report any regulates or delays to line manager.
- Optimize the warehouse storage space to ensure maximum utilization and create report of the same on monthly basis (location less than 20% is 0).
- Conduct daily cyclic inventory for one storage aisle to ensure 100% accuracy of stock in NetSuite and app and report any shrinkage.
- Maintain monthly expiry log sheet and remove the expiry products accordingly after discussing with the line manager.
- Report any product movement issues, OOS, high demand, inventory discrepancies to line manager on priority.
- Supervise cleaning the aisles and inventory by the helpers after every dispatch.
- Replenish the fulfilment locations from the storage locations for the products with high preferred level which stored in more than one location.
- Suggest ways to simplify and improve the work process.

Previous Work Experience - 1

- **Organization** : **Myntra.com**
- Nature of the company : E Commerce.
- Period : May 2017 to Jan 2019
- Working period : One Year & Seven Months
- Designation : Supervisor
- Responsibilities : RTV(Receiving & Dispatch)

Job Profile

- Responsible for stocks receiving from In House and from Out station stocks.
- Responsible for any kind of discrepancy.
- Taking care of Production.
- Managed RTV stocks dispatches.
- Responsible for exceptional handling.
- Managing 115 staff also taking care the HR part for these staff.
- Preparing and sharing the Daily MIS with Management.
- Updating Daily PODs in the system for dispatched stocks.
- Taking care the escalations received from vendors.
- Co-ordinating with other's stakeholders for smooth RTV operation.

Previous Work Experience - 2

- **Organization** : **Amazon**
- Nature of the company : E-Commerce.
- Period : Dec. 2016 to May 2017
- Working period : Six Months.
- Designation : Supervisor
- Responsibilities : Inbound /Outbound & Inventory.

Job Profile

- Responsible for All kind of stock receiving.
- Responsible for put away for all received stocks.
- Dispatch of stocks through Courier partners.
- Was responsible for any kind of discrepancy.
- Handled returned stocks.
- Maintain all document regarding the daily stocks movements.
- Maintain proper category wise stacking in receiving area.
- Coordination with other team members to maintain the inventory.
- Responsible for Preparing and sending daily MIS reports with Management.
- Coordinate with vendors for their dispatch / schedule.
- Took care of 5s.
- Handled team of 56 staff.

Educational Qualifications

- 12th Passed .
- Perusing B. Com. IInd Year (correspondence)

Computer Knowledge

- Advanced Diploma in Computer Application (ADCA).
- Advanced Diploma in Computer Hardware & Networking (ADCHN)
- Operating Systems: MS-DOS, Windows 7, 8 and 10.1.
- Application Package: Microsoft Word, Excel, MS-Access, Power Point, Tally, ERP-9, Photoshop.
- Typing English(40WPM).

Achievements

- Have received Best Emp. Of the Month Award in the Month of Aug 2017 & Jan 2018.
- I am the part of ERT (Emergency Response Team).

Personal Details

Father's Name:	Sadruddin Shah
Date of Birth:	13 th Nov. 1999
Marital Status:	Married
Languages known:	Hindi & English.
Hobbies:	Body Building, Travelling.

Date:-

Place:-

(AjamalNurani)