



ANIL BAPTIST MORAS

LOGISTICS/ WAREHOUSE SUPERVISOR

OBJECTIVE

Seeking a challenging position that would entail me to apply my knowledge and skills in tune with the latest trends and be a part of the team that dynamically works towards the growth of the organization and enable me to develop my capabilities in today's global economy.

Results-driven

Logistics/Warehouse Supervisor with 5 years of experience in UAE, knowledgeable about all aspects of logistics, including shipping/receiving and inventory management. Detail oriented and highly efficient on all general warehouse operations and a team player.

CONTACT

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EDUCATION

B.COM

SNS College affiliated under Mangalore University / 2005

PRE-Degree(12th)

Commerce from Department of Pre-University Education
Mangalore / 2002

SSLC

St. Joseph P.U. College, Bajpe, Mangalore / 2002

WORK EXPERIENCE

LOGISTICS /WAREHOUSE SUPERVISOR

Electra FZ LLC UAE

AUGUST 2015-SEPTEMBER 2020

- ❖ Preparing delivery notes.
- ❖ Preparing Invoices.
- ❖ Materials dispatches.
- ❖ Tracking returnable materials sent for repair & demo purpose.
- ❖ Preparing Petty cash Statement
- ❖ Conduct daily pre-shift meeting of associates to review corrective actions and obtain updates for daily workload/assignments.
- ❖ Identifying variances; implementing corrective actions. Maintains inventory by conducting monthly physical.
- ❖ Establishing or updating work procedures to meet warehouse demands as dictated by production schedules and workflow.
- ❖ Preparing labour time sheets.
- ❖ Providing dimensions and weights of packages and loads as per requests
From the shipping coordinator and manager.

LOGISTICS EXECUTIVE

Designo Lifestyle Solutions Pvt Ltd, Bangalore

JUNE 2011-JUNE 2015

- ❖ Looking after receipt of materials.
- ❖ Ensuring complete materials reached the destination.
- ❖ Maintaining e-Sugam forms.
- ❖ Stock reconciliation and Physical stock verification on weekly basis.
- ❖ Maintaining stocks in systems.

PERSONAL DETAILS

DATE OF BIRTH

23rd June 1984

NATIONALITY

Indian

MARITAL STATUS

Married

LANGUAGES

English /Hindi/Kannada

VISA STATUS

Residence Visa 22nd September
2022

PASSPORT DETAILS

PASSPORT NUMBER

T6792823

DATE OF EXPIRY

14TH July 2029

PLACE OF ISSUE

Dubai UAE

- ❖ Maintaining Petty Cash.
- ❖ Preparing Monthly Sales Reports.
- ❖ Preparing Monthly Petty Cash Statement.
- ❖ Tracking returnable materials sent for repair & demo purpose.

LOGISTICS EXECUTIVE

Environ Energy Corp.(I) Pvt Ltd, Bangalore

APRIL 2008-MARCH 2011

- ❖ Preparing material inwards (ICRRS).
- ❖ Offering incoming materials for inspection.
- ❖ Storing of accepted materials /dispatches.
- ❖ Material planning.
- ❖ Maintaining stocks in systems.
- ❖ Stock reconciliation & verification on weekly basis.
- ❖ Keeping inward rejection in separately with inward details.
- ❖ Ensuring materials reached the destination.
- ❖ Ensuring defective materials received from centers are sent for warranty claims.
- ❖ Tracking returnable materials sent for repair & demo purpose.
- ❖ Accounting of non-moving goods.

ACCOUNT ASSISTANT

Shell Solar (I) Pvt Ltd, Bangalore

JANUARY 2007-MARCH 2008

- ❖ Supplier payments.
- ❖ Purchase account.
- ❖ Supplier debit note.
- ❖ Preparation of tax invoices.
- ❖ Preparing sales order& Purchase order entry.