



Tanveer Shaikh

EXECUTIVE: - JAFZA WAREHOUSE

Personal Details:-

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Nationality: - Indian

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Notice Period: - 1 Month

Education:-

- ✓ *B. Com:- Mumbai University*
- ✓ *H.S.S.C:- Goa University.*
- ✓ *S.S.L.C:-Goa University.*

CARRIER OBJECTIVE

To work in a challenging job environment that utilizes my skills, abilities and offers ample learning opportunities.

BRIEF PROFILE

➤ **26 Years of Experience in**

- ✓ Warehouse & Logistics Management.
- ✓ Inventory Management.
- ✓ Manpower Management.
- ✓ Fleet management.
- ✓ E-Commerce.
- ✓ Purchase Management.
- ✓ Store Management.

➤ *Expertise in Microsoft Office 2007, Tally9. ERP.*

On hand experience of six organizations.

1. EROS ELECRICALS (Dec 2013 to Present).
2. *MY PERFUMES FACTORY (2011 to 2013).*
3. *DUCONMANUFACTURING L.L.C (2010 to 2011).*
4. *MUHAYER AL FARSI ELECTRONICS (2003 to 2010).*
5. *JUMBO ELECTRONIC CO. LTD (1999 to 2003).*
6. *JACKYS ELECTRONICS (1994 to 1999).*

ORGANISATIONAL EXPERIENCES:-

1) EROS ELECCRRICALS (Dec 2013 to Present)

Eros group is handling variety of products like, Samsung, Hitachi, Midea, Ariston, Renai, Thermobreak, Lennox, Aiphone, Ad Notam etc.

Designation: - Executive

Key Responsibilities:-

1) Warehouse Operations:-

- ✓ Planning & timely execution of deliveries
- ✓ Timely submission of invoices to Credit control department.
- ✓ Carry out manpower planning, work scheduling and employee supervision to Ensuring desired warehouse productivity
- ✓ Coordination with shipping dept. for smoothly clearance of port containers.
- ✓ Coordination with sales team & customers for smoothly execution of deliveries.
- ✓ Monitoring and Maintaining Healthy & safe environment in warehouse.
- ✓ Ensuring 100% customers & dealers satisfaction in terms of delivery on time.
- ✓ Daily Monitoring of warehouse staff productivity & analysis of staff overtime.
- ✓ Handling all admin related activities.
- ✓ To ensure timely maintenance of warehouse equipment's like forklift, Hand trolleys, pallets, etc.

2) Inventory Management:-

- ✓ Ensuring ZERO deviation in warehouse inventory.
- ✓ Monitoring & execution of daily inventory take as per inventory plan.
- ✓ Identify the ageing stock and communicate with sales team.
- ✓ Ensuring goods stacking & storage as per given guidelines on product.

3) Manpower Management:-

- ✓ Setting KRA's for direct reporters and conduct performance appraisal.
- ✓ Timely arranging required trainings to employees for better productivity & customer satisfaction.
- ✓ Identification of potential employees for “BEST EMPLOYEE AWARD” recommendation.

4) Fleet Management:-

- ✓ To ensure timely maintenance of fleet vehicles.
- ✓ To ensure proper utilization of fleet.
- ✓ Timely renewal of vehicles & equipment certification.
- ✓ Taking immediate necessary action in case of vehicle accident/break down.

2) MY PERFUMES FACTORY (2011 to 2013)

Designation: - Warehouse In-charge

Key Responsibilities:-

- ✓ *Coordination with the transporter for vehicle availability.*
- ✓ *Timely offloading of containers considering the sales priority/requirements, space availability & manpower availability.*
- ✓ *Liaising with customers, suppliers and transport companies.*
- ✓ *Planning and monitoring the dispatch of orders.*
- ✓ *Ensuring quality, delivery budget and environmental objectives are met.*
- ✓ *Keeping stock control systems up to date.*
- ✓ *Planning future capacity requirements.*
- ✓ *Organizing and monitoring staff performance and progress.*
- ✓ *Producing regular reports and statistics on a daily, weekly and monthly basis.*
- ✓ *Briefing team leaders on a daily basis.*
- ✓ *Overseeing the planned maintenance of vehicles, machinery and equipment.*
- ✓ *Negotiation of rates with common carrier representatives.*
- ✓ *Controls inventory levels by conducting physical counts.*

3) DUCON MANUFACTURING L.L.C (2010 to 2011)

Designation: - Store In-charge

Key Responsibilities:-

- ✓ *Receive, distribute and maintain quantities of stocks at all times.*
- ✓ *Inform the purchase department well in advance about the items to be order from supplier.*
- ✓ *Maintain stock and consumption records.*
- ✓ *Check incoming materials for quality, and quantity against invoices, purchase orders.*
- ✓ *Make clear notes on the receipt of the items against each invoice.*
- ✓ *Keeps and updates records of good received and issued.*
- ✓ *Disposes of expired and waste stock according to the current procedure.*

4) MUHAYER AL FARSI ELECTRONICS (2003 to 2010)

Designation: - Purchase Co-ordinator

Key Responsibilities:-

- ✓ *Ensure competent quality execution of all regular purchasing duties and administrative works.*
- ✓ *Maintain complete updated purchasing records/data and pricing in the system using AS400 and ERP.*
- ✓ *Purchase and issue order in accordance to specification.*
- ✓ *Assist in managing and following up overseas orders.*
- ✓ *Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.*

5) JUMBO ELECTRONIC CO. LTD (1999 to 2003)

Designation: - Store Keeper

Key Responsibilities:-

- ✓ *Issuing spare parts to technicians.*
- ✓ *Experienced with barcode systems*
- ✓ *Ordering spare parts through principal's website.*
- ✓ *Distributing spare parts to the branches.*
- ✓ *Handling enquires and submitting quotations to the customers.*
- ✓ *Preparation of various service reports.*

6) JACKYS ELECTRONICS (1994 to 1999)

Designation: - Office Assistant

Key Responsibilities:-

- ✓ *Sorting and sending mail.*
- ✓ *Maintaining files and dealing with other administrative support tasks.*
- ✓ *Keeping an inventory of office supplies and ordering new ones as necessitated.*
- ✓ *Answering phone calls and taking messages.*
- ✓ *Scheduling meetings and managing calendars.*
- ✓ *Resolving office-related issues.*