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Indian

Nationality

On Tourist Visa

Visa status

UAE ID Details

No: 784-1976-8762532-3

Validity: 30/03/2021

Cancelled.

Married

Civil Status

1 JANUARY 1976

Date of Birth

HOLDING VALID UAE
DRIVING LICENCE
Issue : 17/05/2004
Expiry : 21/05/2024

CAREER OBJECTIVE:

A 15 Years experienced senior Logistics professional with a track record of defining and managing the implementation strategies which have realized significant process and cost reduction benefits. A determined individual with strong interpersonal and negotiation skills who has been responsible for establishing and maintaining best logistics practices within a changing business environment.

I would like to serve where I can enhance my knowledge, freedom in exploiting strategic thinking and take on challenges and responsibilities.

KEY RESPONSIBILITIES

Warehouse Supervisor/In-Charge

MAKITA GULF FZE, Jebel Ali, Dubai UAE.

(2016 April to September 2020.)

- General supervision of 120,000 sq ft and 21 employees powered warehouse
- Controlling the stock of 22,000 Sku's and value of around 80+ millions including a 3PL warehouse.
- Supervising Internal & External Warehouse Activities
- Inbound Shipment schedule as per the Port free time and DO validity.
- Controlling daily work schedule for both Inbound & Outbound.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Inventory and location maintenance with day to day planning.
- Planning & Controlling Inbound & Outbound Lead time.
- Supported implementing scientific methods of FIFO, ABC analysis.
- Manpower planning and reporting the requirement.
- Executing/Monitoring AMCs and service contracts.
- Maintaining all equipment's in fully working conditions and achieving efficiency targets for the warehouse
- Ensure smooth operations for inbound & outbound warehouse operation.
- Checking of all the invoices related to warehouse before submitting to finance
- Controlling the Office assets, provide needful support to other Departments.
- Control over Barcode data handling.
- Controlling Handled systems process in WDC software.
- Monitored and maintained safe work practices in the warehouse .
- Recommended creative quality enhancement suggestions on warehousing and logistics functions to the management for the execution of the renewed processes.
- Coordinate with the shipping, inventory and sales department supervisors to plan the Inbound Outbound shipment as per the requirements of the customer.
- Organizing the Department meetings weekly and update the minutes of meeting to the line manager or DGM.
- Conducting staffs performance meeting in coordination with HR department.
- Planning and Working for multiple customers request at the same time.
- Devising strategies for achieving sale targets.
- Managing, evaluating and reporting on warehouse productivity

Skills

- ♦ Effective Supervision
- ♦ Comprehensive problem solving abilities
 - ♦ Good interpersonal communication skills and collaboration.
- ♦ Team Facilitator.
- ♦ Team player with ability to encourage and motivate the team

Computer Proficiency
Outlook, MS Word, MS Excel, ERP
Microsoft Dynamic Great Plains (MDGP)& WDC Barcode software

Languages Known.

English
Hindi
Malayalam
Tamil

Passport Details

Passport No: T1905386

Place of Issue: DUBAI

Date of Issue: 27/01/2019

Date of Expiry: 26/01/2029

- Ensuring basic maintenance standards and compliance with health & safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Providing various daily, monthly, periodical reports to the management.
- Evaluate company goals & business strategies and plan in advance for future requirement of Space,
- Space Management & Optimum uses of space in coordination with various departments like Export Sales, Local Sales, Marketing, Planning, Production and Customer Service.
- Have an effective control over the ERP system.
- Conducting disciplinary, capability and grievance investigations and taking appropriate action to address any failings.
- Control over the monthly and annual stock counts.
- Responding to all customer complaints or queries in an efficient manner.

Logistic Executive (Import and Export)

MAKITA GULF FZE, Jebel Ali, Dubai UAE.

(2006 April to March 2016.)

- Handling Jebel Ali customs Import & export documentation.
- Preparation of customs documents like invoice, packing list & other shipping documents required by Jebel Ali Customs with the help of software MSDGP (Microsoft Dynamics GP) & Ms-Excel.
- Submission of Certificate of Origin online and collect the same from Chamber of Commerce.
- Co-ordination and follow up with inspection agencies like SGS, TUV, Intertek etc. for Physical Inspection of materials & issuance of Certificate Of Conformity (COC) as required by each country.
- Preparation of LC documents as per the LC clauses.
- Co-ordination on regular basis with forwarders, checking vessel/flight schedule to have shipments done effectively.
- Organize the shipping/ receipt of products, preparing the delivery of products to and from the Warehouse with a focus on accuracy, efficiency and time management.
- Address problems with order flow or shipping delays and quality-control issues such as damaged or improperly packed goods.
- Monitoring of any changes on government regulations regarding export-import procedures.
- Responsible for third party invoice, cross checking & attaching supporting documents and forward to finance dept.
- Arrange DG approvals for DG cargo from the Airlines thru freight forwarders by sending MSDS and supporting documents.
- To inform customer about the movement of shipment detail and dispatch the necessary clearing documents.
- Assist to prepare Authorization letter and send to forwarder together with shipping documents for clearance of the goods from the port.
- Ensure compliance with import/export regulations for all equipment and materials. Forecasting shipments as per sales order.
- Planning and Segregating the shipments country /customer wise.
- To ensure all the ready shipments are delivered to the customer within minimum lead time.
- Ensure compliance with import/export regulations for all equipment and materials.

Achievements

1. Completed Customer Service, Time Management, and Communication Workshop conducted in Makita Gulf FZE.
2. Completed Makita Product training
3. Attended Firefighting & First Aid training

Accountant Cum Logistic Co-ordinator
Carriers Mercantile & Marine LLC, Karama, Dubai UAE.
(2003 April to March 2005.)

- Coordinate with customer/suppliers for the receipts/payments and respond to their inquiries.
- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable & payables
- Handling of petty cash such as payment of utilities and other related expenditures.
- Prioritize invoices payments according to payment terms.
- Review all invoices (match invoices with cheques) for appropriate documentation and prior approval for payment.
- Create periodic reports of income and expenditure.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Protect organization's value by keeping information confidential.

Behavioral attributes / competencies

- Able to control multiple responsibilities within the time limit, productive and result oriented.
- Adapt and implement strategies to improve and enhance business growth.
- Analytical and good problem solving ability.
- Can adapt to changes in any given work and cope with stress.
- Ability to pay attention to detail and like to be innovative.
- High energy levels to meet productivity standards and complete work in a timely manner.
- Flexible and hardworking, go getter and achiever with consistent record.

QUALIFICATIONS:

- **Bachelor of Commerce Kerala University, India.**
- **Computer Hardware & Software (One Year-Govt. Of India.)**
- **Post Graduate Diploma In Computer Application. (2 Years- Govt. Of India.).**

REFERENCE

Will be provided upon Request