

SARATHKUMAR MENON



+971503565209

sarathmenon86@gmail.com

Dubai

Manufacturing & Distribution Supply Chain Management professional with 12+ years' rich experience in end-to-end supply chain in FMCG industry vertical

Excellent people management with visible leadership skills. Hands on experience in Logistics, Warehousing and Supply chain management across all verticals. Deft in managing complete warehouse operations with proper implementation of inventory control measures. An effective communicator with excellent leadership skills, strong analytical, problem solving & organizational abilities. Equally comfortable in interacting with people across hierarchical levels for smooth execution.

AREA OF EXPERTISE

- Warehouse Management
- Inventory Management
- Transportation Management
- Shipping and Logistics
- Procurement Coordination
- Leadership skills
- Claims Management
- Interpersonal skills
- Relationships Management
- Distribution Management
- Service Level Improvement
- Team Management

TRAINING UNDERTAKEN

- Elementary Food Hygiene – Dubai Municipality Food Control Department
- Dubai Municipality PIC Certification for Food Product Export and Import Shipping Procedure
- HACCP CERTIFICATION from Abu Dhabi Municipality
- Attitude is Your Choice

EXPERIENCE SUMMARY

Warehouse Manager

Tawasol Solution and Services LLC – Abu Dhabi, UAE – Sep 01st 2020 till March 2021

Warehouse and Logistics Manager

Kakaw Manufacturing Co LLC – Dubai, UAE – March 2018 – July 2020

Warehouse and Logistics Supervisor

Hira Wal Raven AC Industry – Dubai, UAE – January 2015 – February 2018

Warehouse and Supply Chain Supervisor

Al Ahlia General Trading Co (La Brioche) – Abu Dhabi, UAE – October 2012 – January 2015

Storekeeper

American University, Abela & Co LLC – Dubai, UAE – November 2009 – October 2012

Storekeeper

Yashoram Super Market, Cochin, Kerela, India – September 2008 – October 2009

Cashier

Yashoram Super Market, Cochin, Kerela, India – March 2007 – September 2008

RESPONSIBILITIES

- Responsible for all warehouse and logistics activity.
- Responsible to coach, motivate and assess Logistics and Warehouse team.
- Assuring proper documentation for all logistical processes.
- Responsible for all WMS-processes in the Goods Inwards and Goods Outwards.
- Documentation for food import through Dubai Municipality from Item registration, Label Approval, making of FIRS, follow up of DIP requests to until Destruction for customs clearance.
- Preparing documentation for claims for import purchase.
- Preparing Food Product Registration in DM Online.
- Documentation for food import, preparing COO Certificate from Chamber of Commerce.
- Preparations of various documents such as Health Certificate & GCC Health Certificate through DM online for Export Shipments.
- Monitoring movement accuracy of good stock and expired products.
- Creating monthly consumption reports in GP.
- Manages the disposal Process of all stocks marked for destruction (Damaged or Expired) and ensure its regularity.
- Liaising and daily coordination with Storekeepers for requirements.
- Making Inventory of Bar and Dry food warehouse on weekly basis.
- Preparing Stock Variance Report on Monthly basis.
- Managing distribution chain & Fleet Management by scheduling and assigning employees. Providing accurate routing information to ensure that delivery times and locations are coordinated. Planning and scheduling the delivery of goods. Issuing stocks to both bar and kitchen.
- Maintains the stock report (slow- moving, non-moving & excess stock)
- Ensuring quality and quantity of the products.
- Support to the logistics department for smooth running of operations.
- Preparing daily sales report on behalf of cashier.
- In charge for invoicing activities of 02 outlets on daily basis in ERP software.
- Handling Sales Coordination. Generating Sales invoices in GP for clients. Analyzing monthly sales and creating summary.
- Evaluation of Suppliers (PE) with the benchmarks related to Quality, Quantity, Price and Lead Time
- Supervise and coordinate activities of colleagues concerned with loading & unloading of materials and delivery, inventorying, issuing and distribution of materials and other stock items.
- Analyzing HACCP in Warehouse and logistics operations.
- Maintaining FIFO Philosophy.
- Responsible for MIS reports (weekly & monthly) about warehouse activities/Operations-Logistics
- Responsible for the compliance with all legal, health, safety and clean environment requirements
- Strict implementation of company's Food Safety Policies (SOP) regarding Storage, order management, transportation, cleanliness, safety precautions; etc
- Collaborated with management to develop and implement Policies, procedures and systems

CREDENTIALS

Education

- Bachelor of Commerce from Mahatma Gandhi University, Kottayam, Kerala, India.
- Diploma in Computer Application

Other Certifications

- Dubai Municipality Food Product Import & Export PIC Certificate

Computer Proficiency

- MS Office Program, DEAR Online Inventory system, SAP ECC6 (Sales and Inventory), Microsoft Dynamic GP, ERP

PERSONAL PARTICULARS

DOB: 05th May 1986

Languages: English, Hindi, Malayalam & Tamil

Nationality: Indian

Passport No: L9642296

Visa Status: Visit Visa (valid till Jan2022)

Status: Married