



## MOHAMMED AFTAB NAZIMUDEEN

### Logistics & Operation Management

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#### Core Competencies :

Production Quality Control & Quality Assurance  
Supply Chain Management  
Warehouse and 3PL operation  
Inventory Movement and Analysis  
Asset Management  
Team leadership  
Strategic Planning

#### Education :

B.E Mechanical Engineering, M.I.E.T  
Engineering College, Anna University,  
India.

#### Certification / Training:

Certified Logistics & SCM Professional  
In LISRC. P.N - 628185  
CSWIP 3.1-TWI-UK Certificate  
No.95230  
ASNT Level II  
International English Language  
Testing System (IELTS)

#### IT Skills:

MS Office

#### Professional Summation

- An astute professional with 8 **Years** of experience in Warehouse Logistics & SCM operations, Coordination & Team Management.
- Responsible drive the achievement of prescribed company objectives (KPIs) regarding cost, productivity, customer service, profits and team members.
- Responsible for design and implement plans for the effective use of material and labour resources to achieve manufacturing target.
- Responsible for Coordinate Import/Export Operations facilitate the end-to-end import/export process, including order processing, documentation, shipping, and tracking. Collaborate with various internal departments, suppliers and freight forwarders to ensure smooth execution of import/export operations.
- Overseeing the operations of manufacturing personnel to ensure a manufacturing process is within budget and time schedule
- Liaise with the team to ensure product quality and specification are consistent
- Supervising and directing the technical personnel responsible for every stage of production to ensure manufacture of high quality and cost effective product
- Overseeing and monitoring of quality, quantity, stock levels, delivery times, transport costs, and efficiency
- Taking care of inquiries or compliance issues related to shipping or transportation matters

#### Career Time Line

- **Al Hijaz Star Packing Services LLC: Sep 2015 – July 2023**  
*Growth Path :*
  - Nov 2019 – Assistant Manager- Warehouse Logistics & Operation
  - Sep 2015 - Production & Logistics Coordinator
- **Shanmuga Precision Forging: April 2010 – Nov 2013 (Part Time)**
  - Production & Operation Engineer
- **Jey Ram Engineering Works : Aug 2008 – Feb 2010**
  - Quality Control Inspector & Operation Coordinator

#### Personal Dossier

Date of Birth	1 <sup>st</sup> April 1987
Nationality	Indian
Current Address	Al Quoz Ind03, Dubai.
Languages Known	English, Urdu, Hindi & Tamil.
Visa Details	Permanent Visa
Passport Details	S6673937
Driving License Details	Valid U.A.E Driving License
Marital Status	Married

**Designation: Assistant Manager- Warehouse Logistics & Operation**

*Managing the Warehouse Logistics operation to ensuring that the supply chain is efficient and effective throughout their organization, Co-packing Production, and Store Assets of the warehouse and reporting to the Higher Management. Managing a team of 20-25 staff members which includes Packing Operation, Dispatching Goods and Warehouse Facility.*

**Responsibility as Warehouse Operation:**

- Managing to receive shipment - checking & verifying shipping records, handling questions or concerns of shipping shortages and addressing the same to the Commercial Dept. and to all concern team members.
- Planning of Space Management before the shipments arrival including the temperature controlled storage items such as chocolates, coffee items etc.
- Responsible for liaise with freight forwarders and carriers to schedule shipments negotiate rates, and monitor transportation arrangements. Coordinate with warehouse personnel to ensure timely and accurate loading of export shipments.
- Ensuring all orders are processed and planning the dispatching of products to all outlets and other customers.
- Motivating, organizing and encouraging team work within the workforce to ensure set productivity targets are met.
- Briefing day to day activities and their responsibilities to Team Leaders & all Staff members in the Warehouse on regular basis.
- Keeping Stock Control systems up to date.
- Coordinate with Loss and prevention/Inventory control division in the stock-take exercise.
- Ensuring quality, delivery budget & other objectives are met.
- Liaising with Customers, Suppliers, & Transport Companies.
- Maintaining standards of health and safety, hygiene and security in the work environment.
- Maintenance of Vehicles & Equipment's on regular basis.
- Responsible for the warehouse security and accountability.
- Recruiting Warehouse staff and conducting Induction, Training and Appraisals.
- Producing of Regular reports and statics on weekly & monthly basis to the Higher Management.

**Responsibility as Packing Operation:**

- Maintaining inventory of supplies such as tape, labels, boxes, and other packaging materials
- Inspecting incoming raw materials to ensure that they meet quality standards for use in finished products
- Supervising a team of packers to ensure that products are packaged correctly and efficiently
- Ensuring that all packaging is done in accordance with federal, state, and local laws regarding materials used in food packaging
- Ensuring that all packaging is done in accordance with brand standards and requirements set by customers
- Developing standard operating procedures for the packaging department to ensure efficient operations
- Ensuring that all packaging materials are stored properly and safely to prevent damage or spoilage
- Coordinating with designers to ensure that packaging meets branding requirements and reflects the latest styles

**Achievements:**

- Refurbished the complete warehouse to meet the requirements and standards of a well-organized warehouse.
- Created SOP and work flow for all the divisions within the warehouse to ensure smooth operations.
- Successfully assisted the higher management to reduce the cost & managed the warehouse operation with the limited man power & other resources.
- Obtained over 99.5% accuracy during the annual stock audit for all the brands.
- Handled overall operations in organized manner for relocating the warehouse with no stock loss and minimal impact on the business.
- Promoted as an assistant warehouse manager for outstanding performance among the other supervisors.