

M.G.Mustafa Shaikh

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Objective

Using my proven skills in Warehouse administration & supervisor, I would like to contribute to the growth of an organization looking to set itself apart in this domain. To work in a challenging and dynamic environment involving new technologies where I can use my analytical and development skills and can contribute to achieving the business goals.

Strengths

- ⊖ Office Administration
- ⊖ Cycle Counting Process
- ⊖ Export & Local Despatch Planning
- ⊖ Inventory Management
- ⊖ Procurement & Purchasing
- ⊖ Inventory Control
- ⊖ Logistics control
- ⊖ Sales Coordination
- ⊖ Team Leadership
- ⊖ Customer Service

Executive Digest

SKILLS

- ⇒ **Developing and implementing Inventory Control strategies.**
- ⇒ **Handling Logistics as a Profit way.**
- ⇒ **Leading separate departments in warehouse.**
- ⇒ **Execute Cycle Counting process every month.**
- ⇒ **Handling inventory of RM, PM and FG.**
- ⇒ **Strong problem solving, analytical & communication skills.**

- ⌘ **Gained over total of 8 years' experience in the areas of Factory management, Warehouse Administration/Management.**
- ⌘ **Currently Designated as Warehouse Supervisor of Export & local despatches in Seville Products LLC (An IFFCO International Group) Dubai.**
- ⌘ **Inventory control of Finished Goods , Raw materials and Packing Materials**
- ⌘ **Successfully executed the entire Cycle Counting process with nil variance in all the areas of warehouse.**
- ⌘ **Possess excellent communication, leadership, relationship management and analytical skills.**

Career Scan

Since June'13 with **Seville Products LLC, (An IFFCO International Group) Dubai**

(IFFCO UAE, established in 1975, is a business house based in the United Arab Emirates. It is part of the Allana group, one of the largest producers and retailers of processed food products and agro commodities. IFFCO started manufacturing in 1980 and diversified into marketing and brand building in the 1990s.

The Growth Path:

June '13 – July '14

Warehouse Administrator

August'14- July '15

Warehouse Inventory Controller

August '15 – Jan '18

Inventory Controller Office Administration, Procurement

Jan'18 - Onward

Export & Local Despatch Supervisor & Transport Controller.

Key Result Areas:

- ⌘ Monitoring the inbound and outbound, planning, and execution of stocks.
- ⌘ Maintain up-to-date & accurate record of incoming stock, material dispatched and material returned.
- ⌘ Cycle Counting Planning for a different department monthly.
- ⌘ Responsible for Export and Local dispatches planning and System transactions.
- ⌘ Coordinate with the third-party warehouse for proper stock movement, (Inbound & Outbound dispatches).
- ⌘ Coordinate with purchase and production dept. to fix the Re-Order Level of items.
- ⌘ Providing day to day activity report to Management regularly.
- ⌘ Process monthly stock counting, Physical vs. System reconciling with Oracle (ERP /WMS system)
- ⌘ Administration of all departments in the Office.
- ⌘ Procurement for Consumable, non-consumable, stationery, sanitary items.
- ⌘ Checks the agreements on the purchase deals& contracts as per the company's policies.
- ⌘ Coordinates with suppliers to ensure the requirements are met.
- ⌘ Scheduling Despatches in time management.
- ⌘ Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- ⌘ Supervise orders and arrange the stock of raw materials, packing material, and finished goods to ensure they meet the needs
- ⌘ Plan and track the shipment of final products according to customer requirements
- ⌘ Track stocks of office supplies and place orders when necessary
- ⌘ Assist colleagues whenever necessary
- ⌘ Coordinate office activities and operations to secure efficiency and compliance with company policies
- ⌘ Set goals for performance and deadlines in ways that comply with the company's plans and vision and communicate them to subordinates

- ⌘ Organize workflow and ensure that employees understand their duties or delegated tasks
- ⌘ Receive complaints and resolve problems
- ⌘ Pass on information from upper management to employees and vice versa
- ⌘ Handle the processing of all orders with accuracy and timeliness
- ⌘ Inform clients of unforeseen delays or problems
- ⌘ Respond to complaints from customers and give after-sales support when requested

Personal Dossier

Date of Birth	:	30 th March 1993
Address	:	P.B.No.54176, Dubai, UAE.
Languages Known	:	English, Urdu, and Hindi
Visa Status	:	Work permit (Dubai visa)
Nationality	:	Pakistani
Marital Status	:	Married
Passport No:	:	FJ5197051
Licence	:	2070074

Academic Credentials

B.COM

Bachelor of Commerce

IT Skills

Well versed with:

- Oracle & BAAN(WMS & ERP System)
- MS Office Tools (Word, Excel & PowerPoint)

Dated: 01.01.2021