

**Name: Mehraj Ud Din Khan**

## Resume

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### Summary Of Skills

The purpose of my role as a warehouse Supervisor (Assistant Manager) is to oversee and manage all aspects of warehouse and distribution operations to ensure efficient functioning and optimal performance across all warehouse activities.

I play a crucial role in ensuring efficient and effective management to support the needs of the organization and its' customers. **(Sector FMCG meat processing and beverage)**

### Skills

**Communication. Leadership, Organizational skills, People management, Problem solving. Team Collaboration Adaptability, Operational Management, Attention in Details, Absorb the pressure, Decision making, Customer service oriented, Self-Motivated, Analytical thinking, Strategic planning.**

### Educational Qualification:

**BA Graduate in Economics in 2003 from Kashmir university. (Jammu and Kashmir India)**

**Executive MBA in Supply Chain Management from ISMS (India). Specialization in warehouse and logistics**

**Diploma in computer Application (MS Office)**

**(CPIM) Certified Purchasing and Inventory Manager form American Institute for Business Management and Communication from USA**

**Certified International Supply Chain Professional (CISCP) from international purchasing and Supply chain management Institute from USA**

**Certified International Supply Chain Manager (CISCM) from international purchasing and Supply chain management Institute from USA**

### Achievements and Awards.

**Experience:- 11 years+ in warehouse and logistics**

### Projects Performed & Achievement

#### Projects Done :-

#### **1) BRF Factory (SADIA CHICKEN (BRF) KIZAD factory Project in 2014.**

Project implementation of WMS Structure in plant  
Proper warehousing setup in physical and in system.  
Implementation of 5s in warehouse. Got best certified of evaluation of 5s.  
Awarded as the best employee to minimize the costs in terms of saving.  
Minimize the workload by making some changes in the warehouse.

#### **2)Donnie Factory KSA Project.**

All Process and procedure of warehouse updated and implemented successfully for the KSA project.  
SAP integration was also done successfully.

#### **3)Global food industries.**

Successfully Implemented the WMS ERP process. Physically and in Sap.

#### **4) Certificates Achieved:**

HACCP Awareness and Implementation trainings  
Advance Firefighting (March 2020).  
FOOD safety certified.  
Halal Awareness Training from RACS LLC USA (21of oct 2018) & SGSo 993 UAE GSo2055-1  
Lean management 5s Awarded.  
Awarded and recognized for the best inventory management with zero variance.  
Zero Absenteeism Award in 2019  
Cross training program certified in planning.

## Work Experience



### GLOBAL Foods industries

**Designation:** Warehouse & Logistics Senior supervisor. (Cum Asist Manager)

**Reporting to** Warehouse Logistic Manager.

**Duration:** June 2022 to Present

**Sector:** Meat processing FMCG Company (Frozen division and ambient store)

**Functional Area:** Supply chain ,Warehouse and Logistics, distributions and 3PL'S,

**Software's:** SAP (wms and mm) , MS OFFICE

#### **Core Responsibilities Are: -**

- **Supervision:** - Organizes and supervises the daily activities of warehouse and logistics.
- **Warehouse Operations:** Receipt, Issuance to production and receipt from production, Dispatching, monitor sales orders, Import, Export, Returns, Cross checking, Storing, Counting, Labelling. Segregation of damaged item. Write-offs for disposal and rejected material. Recording and updating the files And WMS system.
- **Warehouse proper utilization.** Plan and organizes the warehouse areas for maximum use and efficiency.
- **Monitor the 3pls.**
- **Achieve the KPI :** Implement and improve KPIs for warehouse performance
- Plain, Route, schedule, pack and prepare orders for delivery.
- **Quality control and its measures:**
- **Inventory Management and its controls.** FEFO, FIFO, LIFO, Reconciliation, Cycle count, Monthly and annual count of Inventory. Cross verification during IN/OUT of inventory. Reconciliation
- **Logistics and supply chain Coordination:** Monitor and arrange the transportation based on the requirement for dispatch. Documentation ,PL, COO, Invoice, Health certificates. **Coordination with planning and production and quality ,safety.**
- **Monitor the temperature of stores, material and vehicles at all points.**
- **Monitor shelf Life** of material and highlight to management meeting.
- **ABC Analysis of Inventory** for contentious improvement.
- **Safety Compliance and Risk Assessments.** Ensure the safety of the People and company asset. Perform the risk assessment of process.
- **Quality Control and its measures.** Monitor the quality of material as per process and raise if any non-conformity.
- **Equipment Maintenance.** Monitor the MHE and its breakdowns.
- **Cost Management/Budget control.**
- **Communication.**
- **Performance monitoring.** Maintain standards of health and safety, hygiene and security
- **Strong analytical and problem-solving skills.** Addressing any issues or concerns related to warehousing operations such as delays, damages, quality issues and implementing corrective actions.
- **Lead and manage a team of warehouses.** providing guidance, training, and development opportunities.
- **evaluation and appraisal**
- **policies and procedures:** - Prepare and update development and implementation.
- **Audits and Compliance:** consistently Maintain the GMP of the area, documentation, traceability etc to successful audits.
- **WMS, Proficient in Sap, Excel, MS office.**
- **Maintain GPM and 5S, continuous improvement.**
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc
- Managing and monitoring the vehicles and their services planning, directing, managing, coordinating and supervising the programs for acquisition, assignment, utilization, maintenance, repair, replacement and disposal of fleet vehicles.



**Designation:** Warehouse Controller.

**Reporting to** Warehouse Manager.

**Sector:** Meat processing FMCG Company

**Functional Area:** Frozen division and ambient store (Meat processing FMCG Company).

**Duration:** 2014 to June 2022 (8years)

**Reporting to** Warehouse Manager.

**Software's:** SAP (wms and mm) , MS OFFICE,

### **Job Description & Functional Area:**

**Sector:** Frozen division and ambient store (Meat processing FMCG Company)

**Checking safety for all the activities before proceeding.**

- **Handling the team and assigning the Tasks. Lead and run the day-to-day operations, team and performance.**
- **Managing daily operations which includes Inbound process, out bound process, Exportation Process, Returns process. Issuance process to production, receiving from Production, Warehouse space utilization, Monitoring of Finish Goods. Monitoring of slow moving sku's. Shelf Life, Traceability Process. Inventory Process Management and its control measures, cycle counts, reconcile the variance if any, Budgeting and its control measures, Minimizing the Cost, Managing Opex, Policies and Procedures, Trainings and development plans, People Management and activities,**
- **Oversees distribution, warehousing, and shipping. Meets warehouse operations by forecasting requirements, preparing budgets, and scheduling expenditures. Preparing the procedures and policies of warehouse operations. Preparing and maintaining the budget, minimizing the expenses by proper utilization of resources.**
- **Monitor the 3pls, Space utilization. Transportation.**
- **Develops warehouse operations systems by determining product handling and storage.**
- **People management. performance evaluation. preparing the Appraisals,**
- **Responsible for maintaining and overseeing inventory and supplies by receiving, storing, and delivering items. Responsible for securing warehouse as well as supervising staff. Team Handling, Production support.**
- **Ensures established safe practices are follows as per the policies and procedures of organization.**
- **Follow all compliance policies and procedures as per the requirement of the organization (Quality, FS and HSE)**
- **Preparing the procedures and policies of warehouse,**
- **Having the complete hold on warehouse management system.**
- **Follow FEFO, FIFO. OTIF & other KPI's .**
- **Follow GMP Practices. MHE Handlings**
- **Updation of all checklists and MHE's.**
- **Prepare all documents of AUDITS.**
- **Work on ERP SAP (WMS and MM System) Raise and highlight Non –conformity of the goods/material received if any quality related concern and vice versa.**



**Coca Cola UAE & Oman**

**Designation: Warehouse Supervisor.**

**Dept. (Supply Chain and Logistics)**

**Duration: Working Since AUG 2011 to July 2014.**

**Reporting to: Warehouse Manager: Coca-Cola UAE and Oman.**

## **Job Description:**

Plan, organize, supervise and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of FG and supplies and maintenance of inventory. • Train, supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers.

Supervise and assist in daily warehouse activities including shipping areas. Ensuring accuracy of shipments and supporting documentation, receiving incoming material and routing to appropriate areas.

- Handling the exportation process from the sales order till the billing documents. Ensuring the proper documentation for all shipments and exportation processes.
- Ensuring all International and domestic shipments are processed accurately and on time to the customer. Update Dispatch accuracy.(OTIF)
- Ensuring Availability/Issuance of Raw Materials  
Ensure availability of all raw materials required by the production dept. as outlined by the production plan to all filling locations. Plan/Calculate raw materials based on the planning forecast. Monitor Raw Material availability against plan.
- Reconcile/conduct daily stock checks of all finished goods and raw materials and generate a daily stock report. Track and monitor daily dispatches of Finished Goods and the usage of raw materials under daily operating conditions i.e. line Wastage, damage, defect raw materials packaging and storage conditions and advice diminishing stock levels to the system.
- Manages warehouse and material handling services. Plan and organizes the warehouse areas for maximum use and efficiency.
- Direct the daily housekeeping and maintenance activities conducted within the warehouse in order to ensure compliance with the local authority's hygiene rules and regulations
- Execute the day to day activities of the warehouse.
- Reconcile the variation of finished. Maintain accurate records and inventory using SAP applications and BASIS Software.
- Ensure safe operating conditions during loading/offloading & storage of all raw materials in accordance with the safety & quality standards of the organization.
- Handling of warehouse team.
- Prepare and forward FG availability report to all Managers..
- FIFO and FEFO policies followed.
- Coordinating the workflow in the department, assigning work to the teammates, and ensuring timely and accurate processing of product.
- Identify discrepancies between inventory records and take action. Promote housekeeping to ensure a safe and accident free working environment. Prepare Raw Material requirement against production plan.

Regards  
Mehraj Ud Din Khan