

MOHAMMED HANEEF

Supply Chain/Procurement/Logistics manager



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Education: Bachelor of Commerce
Visa status: Residence Visa (own visa)
Years of experience: 15 years
Availability to start: Immediately
Nationality: Indian

PROFESSIONAL SUMMARY

Result driven and dedicated Supply chain/Logistics manager with 15 years of experience in optimizing supply chain processes, reducing operational cost and increasing overall efficiency, proficient in implementing strategic initiatives, managing inventory and transportation. Demonstrated ability to maintain strong relationships with suppliers and customers, proven track record of successfully managing teams and fostering a culture of continuous improvement.

PROFESSIONAL SKILLS

- Supply Chain Management
- Logistics Operations Management
- Procurement and vendor management
- Warehousing Management
- Vendor/Customer relationship skill
- Import/ Export /freezone Documentations.
- Budgeting/Forecasting

EMPLOYMENT HISTORY

Supply Chain/Procurement/Logistics Manager

Teknoware Middle East FZCO, Dafza, UAE

(Manufacturer and Distributors of Emergency/Exit lights, BMS, Networking products etc)

July 2018 – November 2024

- Responsible for forecasting, budgeting, planning, ordering, logistics, warehousing, and distribution
- Developing and implementing supply chain strategies to optimize costs and efficiency.
- Monitor supplier performance and manage supplier relationships to ensure quality, cost-effectiveness, and timely delivery of goods and services.
- Oversee and managing the procurement processes, including vendor selection, negotiation and analyzing the product prices
- Manage inventory levels to ensure optimal stock levels while minimizing excess inventory and carrying costs. Conducting the Cycle counting regularly and maintaining FIFO method.
- Identify potential risks within the supply chain/procurement and develop mitigation strategies to minimize it.
- Identifying and implementing the process to streamline the supply chain and logistics operations
- Monitoring purchase orders, its lead time, payment term and assisting/handling all the queries related to the production and deliveries.
- Managing and planning the project deliveries, collaborating with project managers and other departments to meet the project deadlines, planning its supply chain/logistics budget, reviewing its costing and keep monitoring until the project completion
- Monitoring the export shipments, import shipments and local deliveries, reviewing the shipping documents, shipping cost and monitoring its on-time deliveries.
- Dealing with freight forwarders, Negotiating, and analyzing the freight rates and obtaining the best competitive rates.
- Managing the warehouse operation, including shipments receiving, storing, picking, packing, and loading
- Managing the cross-trade shipments, reviewing the shipping cost involved and its shipping documents and monitoring its deliveries.
- Monitoring the inbound and outbound movements for the materials stored in 3PL warehouse and reviewing the stock and space regularly.
- Managing a team of procurement and logistics professionals, providing guidance and support to ensure the team members are meeting performance objectives.

Logistics & Warehouse Manager
Gulf Business Machine, Jebel Ali, UAE

(Distributor of IT products - laptops, printers, servers, etc)

May 2013 – June 2018

- Day to day monitoring/handling logistics, warehousing and distribution
- Managing and supervising the export shipments, reviewing the shipping documents, arranging the forwarders, monitoring its on-time deliveries.
- Reviewing and checking customs bill, import/export/Jafza Transfer documents.
- Checking and reviewing the shipping cost associated with import/export shipments.
- Managing the local deliveries, planning the routes, processing the customs bill and assisting / solving the delivery related issues.
- Negotiating freight rates in the market and obtaining the best competitive rates from the forwarders.
- Processing the orders to the suppliers and assisting/handling all the queries of the suppliers.
- Monitoring the import shipments, arranging the forwarders, and monitoring its clearance.
- Monitoring shipment receiving until complete the put away and supervising the picking, scanning, packing, loading and ensuring that shipment is loaded with the all required documents.
- Conduct the stock checking, cycle counting and rectifying stock discrepancy if any.
- Monitoring the 3PL warehouse for the Inbound and outbound shipments and assisting the 3 PL related issues

Logistics Supervisor

Kohler Co. Dubai, UAE (Distributors of Bathroom, kitchen ware items, etc.)

November 2010 - April 2013

- Processing the orders to the suppliers, follow up for the production, documents, and shipment readiness.
- Co-ordinating with Suppliers/Vendors for the orders placed and assisting/handling all the queries related to the production and deliveries.
- Dealing with forwarders, negotiating, and obtaining the best freight, checking freight bills and making sure that we are getting the agreed rate.
- Checking and reviewing the freight cost associated with import/export shipments.
- Planning, managing the local deliveries, reviewing the customs bills/documents, resolving complaints from customers.
- Supervising the export shipments, checking the shipping cost, shipping term and making sure that shipments are delivered on time and customers are satisfied.
- Reviewing and checking customs bills, import/export documents.
- Monitoring the import shipments, follow-up for on-time clearance.
- Supervising shipments receiving/picking/packing/loading and coordinating stock taking regularly to ensure that actual stock and book stock are accurate.

Logistics Executive

MADI International, Dubai, UAE (Distributors of Cosmetics products)

January 2009 – October 2010

- Processing orders to the vendors and Co-ordinating/follow up for the production/dispatch date.
- Dealing with forwarders for the incoming sea/air shipments and obtaining best competitive rates
- Co-ordinating with forwarders for import shipment clearance and providing necessary documents.
- Co-ordinating and arranging the export shipments and follow up with freight forwarders for on-time delivery and updating its status to the Sales team.
- Preparing the shipping documents, SASO,CoC,COO and checking the shipping cost.
- Supervising Local deliveries, planning the routes, coordinating with customers, arranging transportation and assisting with any complaints from customers.
- Conducting the stock taking regularly and preparing its report,
- Monitoring and supervising the number of deliveries and number of deliveries pending in warehouse.

ACHIEVEMENTS

- Successfully handled multiple projects at same time and delivered within the deadline with high logistics margins. The projects are like Dubai metro, al Hathboor city, Onyx Tower, Dubai frame, Cayan tower, Doha port, Mascot airport, Sheraton Bahrain, etc.
- Implemented new delivery methods to KSA & Kuwait, which resulted huge profit for the company (more than half million per year).
- Regular analysis and negotiation on import/export freight rates gained huge profit for the company.

LANGUAGES

- English , Hindi , Malayalam , Arabic – working experience