



Gulzar K.A

WAREHOUSE | LOGISTICS | INVENTORY

To entrust greater challenges that enable progressive career growth in a reputed organisation in achieving its goals.

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📍 DUBAI, U.A.E

📅 01 August, 1985

🚗 Valid UAE Driving Licence

PROFILE SUMMARY

- **11+ years** of professional experience in the field of **Warehousing, Materials, Logistics and Freight Accounts.**
- Knowledge and experience in **Oil & Gas (SCHLUMBERGER)**, **Service sector (The Kanoo Group)** , and **Constructions (Al-Ghurair construction)**
- Adaptable, punctual and dedicated to work even under pressure situations.
- Optimistic professional, capable of working on self-initiative or as part of a team.
- Good inter-personal relations and communication skills.

WORK EXPERIENCE

Operations Team Lead

Jan 2020 – Sep 2021

Bevfactory Beverages Private Limited

A fast growing FMCG company located in India with wide variety of SKU's.

Responsibilities /Tasks

- Responsible for end to end material **inbound** and **outbound** transactions.
- Responsible for planned project schedules and transportation to enhance the sustainment of supported production unit.
- Report, analyze and control **inventory ageing, stock audits** and clearing **stock discrepancies.**
- Ensure that the storage areas and warehouse is kept clean and tidy, which includes identifying areas where processes could be improved and work practices amended.
- Ensure the warehouse operates at peak efficiency, with customer satisfaction.
- Lead day-to-day work activities by assigning and prioritizing activities and monitoring operating standards to ensure efficient warehouse operations.
- Liaise with Operation, Procurement, Finance departments to assure W&L function runs efficiently in compliance with internal regulations.
- Supervise the work of executives providing guidance and motivation to drive maximum Performance.
- Built long term, trusting relationships with shareholders, business partners and authorities.

Material Controller

Mar2019 – Nov2019

Al Ghurair Construction – Aluminium LLC

Leading company in design, manufacture and installation of architectural steel & façade system for world class projects

Responsibilities /Tasks – Warehouse & Inventory

- Responsible and ensure smooth flow of materials by coordinating with individual disciplines/ trades in Production and Supporting Department.
- Review the material status of purchased items in material Status Report on daily basis and ensure there are no gap for operation requirement.

EDUCATION

M.Com

Bharathiar University
2006 – 2008

Courses

- International Business

B. Com

Bharathiar University
2003 – 2006

Courses

- Computer Application

SKILLS

Warehouse Management

Inventory Control

Oil & Gas

ERP

Logistics

Reorder Planning

Customer Service

SOFTWARE SKILLS

MS OFFICE

GEM FIN

ERP – SWPS / OFSTORES

LAWSON

TALLY 7.2

LANGUAGES

English



Malayalam



Hindi



Tamil



INTERESTS

Traveling

Swimming

Football

Socializing

PROJECTS CARRIED OUT

WORLI

SKY WALKS

ALWASL

Riyad metro

Dubai frame

Mashreq

Burj khalifa

Dubai Opera

KING FAISAL HOSPITAL
-KSA

Dubai Frames

- Optimize the surplus materials prior raising any Purchase Request.
- Evaluate MTO from Sales and Production to ensure all information is aligned and captured.
- Reviewing of fast and slow moving items and take appropriate action
- Execute Inventory analysis and reporting
- Identify alternative materials to Technical & Procurement team according to availability
- Liaise with procurement for tracking open POs and open PRs.
- Ensure stock accuracy by verifying stock movements.
- Organizing and Ensuring stock-takes in coordination with Finance.
- Review item database and reports from material coordinators
- Ensure material delivery time from procurement is matching planned milestones for the projects.

Material Administrator

NOV 2015 – OCT 2017

SCHLUMBERGER Middle East

Leading provider of technology for reservoir characterization, drilling, production, and processing to the **oil and gas** industry

Responsibilities /Tasks – Warehouse & Inventory

- Plan and coordinate incoming goods, receipts and proper material storage and allocation.
- Develop Warehouse KPI activity reports and ensure target achievements.
- Responsible for the warehouse security and accountability.
- Organizing and ensuring accurate and periodic cycle counts and physical counts.
- Maintain item record, document necessary information and utilize reports to project warehouse status.
- Observes HSE aspects in all warehouse activities.
- Expedites inventory and non-inventory material orders, including tracking and follow up on back up orders.
- Optimize field inventory and reduce the inventory obsolescence.
- Research vendor, compare pricing, manufacturer information and place orders as per customer demand.
- Reviews daily inventory activity; maintains accurate inventory master files, manufacturer and catalogue numbers.
- Ensure stock replenishment as per inventory planning levels to avoid stock outs.
- Tracking of goods with supplier and follow-up on back orders and urgent orders.
- Tracking of Slow-moving on monthly basis and consulting with operation to move the item to disposal list.
- Identify areas of improvement and establish innovative or improve existing work procedures and practices.

Freight Accountant/Credit controller

MAY 2011 — SEP 2015

The KANOO Group

The Kanoo Group is a leading diversified business conglomerate in various industries in shipping, travel, machinery, logistics and oil & gas.

- Liaise with Warehouse and Operations teams, ensuring accurate and timely **accounting** of cost and **stock adjustments**. Liaise with **Freight** suppliers to ensure information provided is to required standard and prompt payments follow. Provide internal audit of Stock in Warehouse and 3PL sites.

Supply chain coordinator

FEB 2009 — MAR 2011

Zam Zam food Ltd

- Responsible to manage and coordinate **inbound** rawmaterials and **outbound** finished FMCG's with warehouse and Marketing department.