



ASLAM KK

A customer oriented and highly motivated individual that aimed to obtain a job in the industry that enhances advanced knowledge and skills for a progressive career. A team player who is experienced, knowledgeable, and educated in the field of warehousing and inventory management, supply chain management, sales & office administration. Work collaboratively with procurement and supply chain team.



aslamkkpb@gmail.com



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DIP, Dubai United Arab Emirates

AREAS OF EXPERTISE

Warehouse Management & Administration/Coordination

Warehouse Data Analysis & Records Maintenance

Workplace Health & Safety

Supply Chain process & Inventory Organization

Stock Control & Distribution

Operational efficiencies & improvement

Staff leadership & team-working motivation

LANGUAGE

English, Malayalam, Hindi & Tamil
Native or Bilingual Proficiency

PERSONAL DATA

Nationality: Indian

Marital Status: Married

Passport No. L2824765

Birthday : 21.06.1991

Employment Visa Expiry:
(SEP 2022)

Light Motor Vehicle Dubai
Driving License Expiry :
(Non 2021) | Capable in
driving Manual
transmission

EDUCATION

Bachelors of Commerce

Calicut University Kerala, India

03/2010 – 03/2013

Certification

■ Plus Two – Board of Examination Kerala

■ SSLC-Board of Examination Kerala

EMPLOYMENT

WAREHOUSE/INVENTORY COORDINATOR

GEEPAZ World FZCO Dubai, UAE - 8 years (09/2013-present)

GEEPAS is one of the world's largest Electronics product portfolios with over 1500 products in Consumer Electronics, Entertainment products, Home Appliances, White Goods, Lighting Products and Personal Care Gadgets.

ESSENTIAL FUNCTIONS:

- Managing all processes and functions within a busy warehouse. Maintains receiving, warehousing, and distribution operations by initiating, coordinating, operational, and personnel policies and procedures. Managing a team of up to 15 employees within the warehouse.
- Coordinate with the branch logistics, warehousing, accounts and purchase team by providing a complete picture on the stock levels and sales achievements. Prepare and complete orders for delivery or pickup according to schedule.
- Coordinate warehousing and inventory components of the organization and expediting approved requirements until fulfillment. Prepare reports for returns, damages and shipment discrepancies.
- Responsible for the warehouse security and accountability, Ensuring compliance with all Health and Safety regulations. Managing office petty cash and payments received from clients and preparing statement of accounts as per invoices before being forwarded to accounting department.
- Maintaining high standards of materials handling. Facilitate stock transfers between the branches. Checking and filing documents, prepare and maintain items record, document necessary information and utilize reports to project warehouse status.
- Ensuring stock levels are managed and controlled effectively. Keep a close monitor on the stock levels in the assigned branch and locations whereas product movement and set the safety stock levels required.
- Assist in the monthly, quarterly and yearly stock taking. Monitor inventory tracking system accuracy using automated SAP Extended Warehouse Management system to monitor stock control. Ensure timely and precise replenishment.
- Conduct primary analysis on the orders required based on stock levels and stock movement. Double check on the deliveries if matching with the original request and take necessary corrective action if needed. Communicate, schedule and maintain drivers delivery schedules, and cooperate with supervisors and coworkers.

Contact: +971 4 8163151

ACCOUNTS ASSISTANT

Abbas Ali & Co. - 1 Year (08/2012-09/2013)

Responsibilities:

- Assisting accounting management in the maintenance, reporting and management of the company's finances. Provide administrative support in relation to the company's overall accounting process. Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.

SKILLS & COMPETENCIES

- Computer literate. Efficient in Microsoft Office(Word,Excel,Outlook) & SAP (ERP & EWM -Extended Warehouse Management modules.) .Hands on experience with warehouse management software and database, strong understanding of a variety of computerized inventory platforms and basic in Tally.
- Accuracy and attention to detail. Efficient verbal and written communication skills.
- Proven ability to implement process improvement initiatives and follow company guidelines..Leadership skills and ability manage staff.Contribute to team effort by accomplishing related results as needed.