



## MOHAMED RIYASUDEEN JAI LABUDEEN

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### Objective:

To become a successful professional in the field of Master of Business Administration and to work in an innovative and competitive world.

### Work Experience:

- Worked as a Warehouse Incharge Havell's india pvt Ltd-India  
FEB 2011 – APR 2012
- Worked as a Warehouse supervisor Vision freight solution Pvt Ltd  
C/O Huawei Tele-communication India Pvt Ltd -India JUL 2012 – AUG 2013
- Worked as a Warehouse Incharge – R A K Ceramics - Ras- Khaimah  
NOV 2013- JAN 2016
- Worked as a with warehouse supervisor with cum(Logistics coordinator ) in Store (Dept)- (UNF GROUP)- Abu Dhabi  
MAY 2016 - SEP 2019
- Working as a Godown Supervisor (Ceemati Readymades at Retail showroom)  
Thiruvavur- Tamilnadu India JAN 2020 – AUG 2021

### Responsibilities:

- Monitoring daily basis inward & outward register (Gate entry Vs FOCUS), Handling Labor related issues & day to day activities.
- Restructuring of Warehouse & day to day Operations, Warehouse space Management with material Planning.
- Inward and outward activities, records.
- Dispatch the food materials and disposable items as per the requirement, Manpower handling.
- Inventory maintaining inside Warehouse, Destination wise material stacking in Warehouse

Leboulanger Risto café Restaurant in Abu Dhabi, UAE as a Warehouse supervisor under store department since May 2016- SEP 2019

- We have three groups of restaurant running in our company own, Restaurant outlets Name thru **Chicken Way, Maroosh, Le-boulanger**.
- Basically this is Food & Beverages like F&B company, Catering also we will supplying things to our all restaurant like what they are required daily basis
- We have totally 16 restaurant (outlets) in my working place this is one of central store and central kitchen and the one looking everything inbound & outbound process. So only they are making kitchen food items and send to our branches same like store items flour disposable, frozen, vegetables, chemicals and shisha product whatever they are required daily things as per our outlets they are made by requesting rising thru under software prologic webprol once we received the request from outlets side by system then we will send all items to our outlets
- Controlling and guiding warehouse staffs and daily activities
- Arranging space for newly arrived goods (by following the Invoice & LPO)
- After the goods are received, passing the information regarding the goods to the concerned our all outlets manager
- Following up the status of the approval of GRN's, transfers, delivery invoices with data entry personals and arranging for the transfer of items to outlets from store
- Proper filling the documents such as invoices, transfer sheets, expense reports, consignment verification, and municipality documents etc
- Arranging the goods to be transferred from the store to outlets by checking the multi-location stock & randomly checking in to double time
- Arranging the vehicles to transfer goods from store to outlets
- Following the maintenance work in the store
- Prepare dummy loading list location wise reference on daily delivery schedule for all the outlets.
- Prepare daily order delivery as per system according to the loading list made.
- Dividing the store staff as team to help the section persons clearing the newly arrived goods and also in arranging the shelves
- Providing guidelines to the store staff lay down by the Top management.
- Providing proper instructions to the staffs in arranging the goods to their assigned shelves
- Having a track over the movement of goods from store to outlets
- Ensuring the staffs abide with the rules & regulations of the company
- Monitoring and checking the loading list and order delivery in order for us to have a counter checking for the dispatching of goods as well as the delivery documentations.
- Sending the order delivery data's thru email to all the outlets such as text files in order for them to update their systems in pos machines
- Filing all the documents related on my jobs on daily basis
- Attending & conducting the weekly meetings & providing reports regarding the work carried out in a week

### Education Qualification:

- Graduation University : Master of Business Administration (M.B.A). From periyar Maniammai University Tamil Nadu- India, 2009-2011
- Graduation : Bachelor of Science (Bsc) MICROBIOLOGY From P.R.C University Tamil Nadu – India, 2005 –2008
- Intermediate : Intermediate V.H.S High Sec School From State Board of Intermediate Tamil Nadu – India, 2003 –2005
- S.S.L.C : Secondary School Certificate From St. Peter High School, Tamil Nadu- India, 2002-2003

### Area of Interest:

- Human resource management
- Supply chain management
- Logistics
- Production

### Technical Skills:

- Operating System : MS- Windows 98, 2000, NT, XP
- Other Skills : Typewriting Lower (35 WPM)
- Software : MS- Office, S.A.P Production, Focus 5, Prologic webprod Production, W.M.S

### Strength:

- Very self motivated and efficient individual who works very well even under pressure and is very well organized.
- Able to work effectively.
- Friendly approach, patience, Quick learner.

### Personal Information:

- Date of Birth : Jan 13<sup>th</sup> 1988
- Nationality : Indian
- Religion : Muslim
- Marital Status : Married
- Languages Known : English, Hindi, and Tamil

Passport Detail:

➤	Passport Number	:	S4673913
➤	Date of Issue	:	22/04/2018
➤	Date of Expiry	:	21/04/2028
➤	Place of Issue	:	ABUDHABI .

In the view of above, I request you to be kind enough to give me an opportunity to serve your esteemed organization in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

I hereby declare that the above information and particulars are true and correct to the best of my personal knowledge and belief.

Thanking you,

Yours faithfully,

(MOHAMMED RIYASUDEEN JAI LABUDEEN)