



Abdul Shakir

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An innovative & dedicated professional aiming for challenging assignments in **Supply Chain Management/ Logistic Management** with a reputed organization
(Preferred Location: United Arab Emirates)

SUMMARY

A competent professional with over 13 years of experience in:

***Supply Chain Management, Warehouse Management, Documentation
Process Improvement & Team Management.***

***Currently Working in Uniworld' FZE a global supply chain management company based out of the
Jebel Ali Free Zone, Dubai, United Arab Emirates as Logistic Coordinator/Warehouse Supervisor
carrying out the below activities daily.*** 

- Maintains inventory and supplies by receiving, storing, and delivering items; securing warehouse; supervising staff.
- Skilled in overseeing Warehouse management functions and negotiating with Logistic providers for cost-effective solutions to ensure effective & seamless operations
- Monitoring & controlling logistic incoming & outgoing containers with respect to cost, resource deployment, time over-runs.
- Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
- Ensure shipments' and inventory transactions' accuracy.
- Maintain items record, document necessary information and utilize reports to project warehouse status.
- Meets warehouse financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
- Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
- Secures warehouse by turning alarms on; testing systems.
- Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Communicate job expectations and coach employees.
- Determine staffing levels and assign workload.
- Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.
- Accomplishes warehouse and organization mission by completing related results as needed.

Skills and Qualifications:

Highly effective supervisory skills and techniques, Safety Management, Data Entry Management, Dependability, Reporting Skills, Analyzing Information, Dealing with Complexity, Deadline-Oriented, Time Management, Equipment Maintenance, Organization.

ACADEMIC DETAILS

2003 Proficient in MS office course from APTECH, Chennai, Tamil Nadu.

1986 SSC Government High School Asanur, Tamil Nadu

SKILLS

- Well versed with:
 - MS Office (Word, Excel) Tally ERP9 and Internet Applications.
 - Proficient in warehouse software packages
 - HSE level 2 trained officer

PERSONAL DETAILS

Date of Birth: 04th June-1971

Address: Dubai Jebal Ali FZE.

Languages Known: English, Hindi, Tamil.