Shabir M.P

Warehouse/Inventory Manager

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Abu Dhabi, United Arab Emirates

Motivated, results-driven & experienced Warehouse/Inventory Manager with over 18 years of extensive and diversiﬁed experience. Flexible and versatile thrives on rapidly changing situations & deadline-driven environments, and always remains open to new challenges. Acquired highly developed sets of skills with a proven ability to manage personnel and programs, improve processes, and accomplish objectives regardless of budget cuts and time constraints. Recognized and respected for meticulously decisive processes and operational development prowess that leads to sustained organizational growth. Exceptional communicator, skilled at developing highly productive relationships with vendors, clients, and stakeholders. Demonstrate leadership in communicating business goals, program objectives, and processes for the functional business segment. To secure a position that will utilize my organizational abilities and educational background and be an active part of the company in achieving its goals.

# SKILLS

Warehouse Management

Operations Management

Inventory Management

Compliance Management

Client Relations

Finance & Accounts Management

Problem Solving

Process Improvements

Quality Control

Vendor Management

Risk Management

Strategic Planning

Workﬂow Management

Team Leadership

# WORK EXPERIENCE

## Inventory/Warehouse Manager



### Louzan Group

*11/2012 - Present* *Ajman, UAE*

*Achievements/Tasks*

Strategically manage inventory and warehouse operations in compliance with company’s policies and vision; oversaw receiving, warehousing, distribution, and maintenance operations; set up the layout and ensured eﬃcient space utilization; coordinated and enforced optimal operational policies and procedures, and adhered to all company policies.

Accountable for receiving and storing product eﬀectively and improving it by designing and developing eﬃcient and costeﬀective storage systems; hiring, and training new warehouse employees; creating strategic plans and reviewing them to achieve operational objectives; solving problems, and meeting the ﬁnancial objectives of the warehouse.

Responsible for categorizing and evaluating the input data in the computer terminal according to prices, model, and barcode number/item code through ERP system (Oracle J.D.E. & Retail PRO); providing technical support, and training users in Focus, Retail PRO, and Oracle J.D.E.

Maintain physical monthly inventory of warehouse; report discrepancies in stock levels; reconcile the records; complete action plans; implement production, productivity, quality, and customer-service standards, and resolve problems.

Liaise with customers, suppliers, and transport companies; coordinate and monitor the receipt, order, assembly, and dispatch of goods; use space and mechanical handling equipment eﬃciently while making sure quality, budgetary targets, and environmental objectives are met.

Maintain standards of health and safety, hygiene, and security in the work environment; oversee the maintenance and operation of warehouse management systems and automated storage and retrieval systems.

## Customer Service Supervisor

### Al-Ain Food & Beverages (P.J.S.C) (An Agthia Group Company)

*11/2008 - 11/2012* *Abu Dhabi,UAE*

*Achievements/Tasks*

Responsible for handing 17 to 20 routes delivery (Key accounts, prestige, SS Trade, Groceries, and restaurant) and steered a team of 4 members from customer service and 6 members in the Warehouse while monitoring performance, training, development, and managing customer order, delivery, complaint, and receivable-related issues.

Maintained and enhanced customer services by evaluating and organizing the various services, delivering systems, and procedures; supervising staﬀ; recruiting, motivating and training customer service employees so as to enhance loyalty and retain good customer relationships while being actively involved in enhancing the business performance.

Managed the preparation of the age-wise debtor statements and accounts receivable statements; handled client & vendor interaction; made follow-up for payments; coordinated with local bank for banking transactions, and served as a liaison among various functions and custodian to ensure that customer requests are handled appropriately and in a timely manner.

# WORK EXPERIENCE

## Senior Accountant



### Factory Louzan Sheila & Abaya L.L.C.

*05/2007 - 10/2008* *Al Ain, UAE*

*Responsible for carrying out accounting functions like the accurate recording of journal entries, preparing monthly accounts, maintaining general Ledger schedule, review of payroll workings, coordination with a group of companies. Coordinated and performed all aspects of the accounts payable cycle, cashﬂow management, petty cash payments, and provided support for various general accounting operations. Supervising invoice processing, purchase orders, expense reports, credit memos, reconciling the vendor statements, and handling the payment complaints or discrepancies. Coordinated and resolved various issues with banks and also assisted in the preparation of monthly management reports and accompanying schedules, worksheets, and narratives, including budget. Responsible for ensuring compliance of all policies and procedures aﬀecting the accounting operations.*

## Accounts Assistant

### The Palm Hotel (4 Star Hotel)

*04/2004 - 08/2006* *Dubai, UAE*

*Handled daily A/P & A/R processes, managed vendor/supplier relations, and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos, and payment transactions. Maintained adherence to corporate, accounting and GAAP standards, addressed escalated issues from creditors. Composed eﬀective accounting and ad hoc reports summarizing accounts payable data. Researched and analyzed highly complex accounting issues, identiﬁed root causes and proposed changes for improvement. Assisted in the establishment of sound accounting practices, internal controls, and accounting techniques.*

# EDUCATION

## Master Degree in Supply Chain Management - 2017



Jaipur University, Distance Education, UAE

## Bachelor of Commerce (Accounts & I.T.) - 2013

Shobhit University, India

# CERTIFICATES

Certiﬁcate in Supply Chain and Logistics Management from Meirc Training & Consulting Dubai in 2017 Certiﬁed in Tally (6.3) from Professional School of Accounting (Manvish Franchisee) Institute, Payyanur in 2004

# TRAINING

Underwent training in C.C.N.A. & M.C.P. Course from Lakhotta Computer Centre, Kannur-Kerala in 2005

# TECHNICAL SKILLS

Accounting Package: Focus (6&8), Tally, Peachtree, D.A.C. Easy & EX

Retail Sales Package: Retail PRO, IIKO

ERP Packages: Navision, Oracle J.D.E.

Microsoft Oﬃce (Word, Excel, PowerPoint & Outlook)

MS Windows

# PERSONAL DETAILS

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| **Date of Birth** | May 30, 1985 | **Nationality** | Indian |
| **Driving License** | U.A.E. and Indian Driving License | **Visa Details** | Employment Visa |

**LANGUAGES**

English Hindi

# REFERENCES

Available upon request.