



REACH OUT TO ME

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Visa Status: On Visit Visa

MORE ABOUT ME

Line of work as a "Warehouse In-charge" and mainly focused on Inventory, Warehousing and Freight forwarding activities in 3PL warehouse, located at Jebel Ali Free zone, Dubai, UAE.

Started my career as accountant in UAE and later improved my career in logistics field and having good knowledge of warehouse management, Border formalities specially CIS countries and IRAN.

I hold experience in logistics, freight forwarding, warehouse management, Transportation, Accounts, Financial reports, sales, marketing, recruiting and training.

QUALIFICATION

Degree: Master's (M.Com)

Diploma: PGDCM

Driving: Valid UAE License

LANGUAGES

English
Tamil
Hindi
Urdu
Malayalam

HAMIDULLA KHAN

Inventory, Warehousing and Freight forwarding.

Inventory, Warehousing and Freight forwarding.

TRANSEMUZ FREIGHT LLC,
Jebel Ali free zone, Dubai , UAE
June- 2010- Jan 2021.

Functions of Company:

Storing and handling of electrical and electronics items, tobacco packing materials, Garnet, Medical equipments, Oil and ship accessories, pipes, FMCG items, building and construction materials, blender, washing machine, refrigerator, bitumen, .

Transportation of cargo such as **Raw Cotton, Sulfur, Urea** from CIS countries (Turkmenistan, Tajikistan, Uzbekistan) to Iran port and re-export to china, India, Bangladesh etc, by trucks, wagon and shipping services.

Duties and Responsibilities:

- Strategically managing warehouse in compliance with company's policies and vision, oversee receiving, warehousing, distribution and maintenance operations.
- Meeting up with new client bring volume for storage and handling of cargo, cross stuffing, packing job as client request.
- Setup layout and ensure efficient space utilization, initiate, coordinate and enforce optimal operational policies and procedures.
- Monitoring all the loading, unloading and cross stuffing of cargo, preparing loading chart depends upon cargo.
- Work closely with Logistics and Retail teams in reviewing and optimizing the distribution network. Follow up with Truck, pickup drivers and delivering cargo on timely manner.
- Taken responsibility for managing warehouse processes such as inbound inventory (GRN) management and outbound operations (GDN, Put away, picking and packing).
- Working with direct reports to improve overall service while driving efficiencies through process improvement and best practices including, but not limited to, order processing, QC & repair, warehouse processes, and overall logistics.
- Provide training and development opportunities for team members and ensure a safe work environment consistent with company values.

PROFESSIONAL SKILLS

Accounting
WMS
ERP
Finance reports
Asset management
Vehicle maintenance
Warehouse management
Inventory management
Invoicing
Reconciliation
Budgeting
Negotiation
Procurement
Relationship Building
Presentation
Sales
Marketing
Third party Logistics (3PL)
FCL, LCL Loading
Cross Stuffing
Stock Control
FCL, LCL

OTHER INTEREST/SKILLS

Written Communication
Verbal Communication
Building Public Relations
Project Management
Customer Relationship
Leadership
Team Player
Self Starter
Multi-tasking
Time Management
People management
Responsibility
Realibility
Determination
Analytical skill

- Follow up with stock controllers to ensure that stock movements and stock keeping standards are maintained in line with company guidelines.
- Strong knowledge of warehousing Key Performance Indicators (KPIs) such as Inventory turnover cost of carrying inventory, receiving efficiency, put-away, Inventory accuracy and order picking/packing.
- Safeguards warehouse operations, property, vehicles and contents by establishing and monitoring security procedures and protocols.
- Supporting finance department to raise monthly invoices of storage, handling and other jobs.
- Staff recruiting, selecting, orienting and training employees.
- Following license renewal procedures, as guided by EHS (Trakhees) Standard and JAFZA Regulation.
- Taking care any other duties assigned by the management team.

Accountant cum Logistics Assistant (Logistics and Freight Forwarding)

GENCO GROUP FZC- Sharjah, UAE.
Oct- 2008- May 2010

- Preparing monthly statutory accounts and consolidated financial statements.
- Monitoring the Company's present and future cash flow and ensuring that all short-term and medium term cash requirements are met from the Company's internal funding sources.
- Scrutinize Trail Balance and comparing with the previous reports to ensure accuracy of the reports.
- Work with both internal and external auditors during financial and operational audits.
- Processing orders received from clients for delivery. Monitoring loading and offloading of vehicles, containers and preparing tally sheet.
- Monitoring and upholding inventory accuracy through cycle count process, investigation of variances, and quarterly and annual physical inventories.
- Responsible for investigating stock discrepancies, including negatives, unfound and sold out and reporting the information to relevant managers including the finance team.
- Setup layout and ensure efficient space utilization. Adhere to all warehousing, handling and shipping legislation requirements.
- Manage stock control and reconcile with data storage system.
- Preparing Stuffing suggestion, stuffing reports and follow up with shipping line and warehouse department.
- Co-operate with shipping department for preparing BL, Country of origin, fumigation process.
- Send all relevant documents such as stuffing report, BL Copies all certificates to Client and the concern section.