+971 56 9122 837

abdurahim2k14@gmail.com

SKILLS

MS Office: Microsoft Word, Excel, Power Point, Outlook.
Worked with Computer networks (CCNA)
C, C++, Java, NET, DBMS.
Programming VC++, Compiler construction

LANGUAGES

ENGLISH
HINDI
MALAYALAM

ABDUL RAHIMAN.K.A

Warehouse Supervisor

WORKING AS WAREHOUSE SUPERVISOR AT STERLING PERFUMES INDUSTRY UAE (from March 2021– Sept 2023)

Accountabilities:

- Currently Leading the Finished Goods warehouse of Perfumes, Body Spray, Air Freshener and cosmetics items in Sterling Perfumes Industries, DIP-2.
- Responsible for strategic planning, space utilization direction, leadership and operations management.
- Implement and oversee inventory control procedures to minimize discrepancies.
- Supervise the receiving and inspection of incoming goods.
- Ensure accurate recording of received items and proper storage.
- Coordinate the dispatch of goods according to customer orders.
- Lead and manage warehouse staff, including training and development.
- Schedule and assign tasks to warehouse personnel.
- Monitor employee performance and address any issues or concerns.
- Enforce safety policies and procedures to create a safe working environment.
- Ensure compliance with health and safety regulations.
- Oversee the maintenance and proper functioning of warehouse equipment (e.g., forklifts,etc).
- Coordinate repairs or servicing as needed.
- Maintain effective communication with other departments, such as procurement, sales, and customer service.
- Coordinate with transportation providers for efficient goods movement.
- Address and resolve issues related to inventory discrepancies, order fulfillment, and other operational challenges.
- Implement corrective actions to prevent recurring problems.
- Collaborate with sales teams to ensure timely and accurate order fulfillment.
- Identifying areas that require service, quality and cost improvement related to warehouse Operations.

- Designing, implementing, and monitoring warehouse operating system and warehouse space utilization.
- Started categorization of products in different categories depending upon the sale of the product.
- Managing a team of 50 Members of Finished Goods Warehouse.
- Lead the manpower in Warehouse for delivery, container loading, offloading and inside warehouse activities
- Responsible for all Export, Local orders.
- Doing stock count on monthly and yearly basis.
- Reducing cycle time of warehouse operations by initiating new ideas.
- Monitoring and liquidating of aging stock.
- Receiving the goods by verifying with invoice & BOE.
- Closing and tallying the physical and system stock for month end process.
- Maintaining storage area by organizing floor space adhering to storage design principles.
- Responsible for Employee's appraisal and identification of development needed for warehouse staff.
- Ensure the warehouse operation at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, training, monitoring, managing employees and warehouse operation.
- Calculating the weight and CBM of the ordered goods and provide to sales executive.
- Priority based order processing.
- Invoicing and validating the sales order.
- Achieving high levels of warehousing operation through excellence in receiving, identifying, dispatching, and assuring quality goods.
- measuring and reporting the effectiveness of warehousing activities and employee's performance.
- Ensure shipments and inventory transactions accuracy.
- Determine staffing levels and assign workload.

LIFE PHARMACY, DUBAI, WAREHOUSE IN-CHARGE
Jan 2017 - Jan 2021

- Process and monitor invoices and shipments accurately.
- Report warehouse and store about stock release, stock return and new arrivals. Forecast order quantities based on stock level and sales information.
- Maintain and monitor stock levels and movements.
- Maintain accurate stock, export and shipping related documents. Coordinate with merchandiser to develop seasonal products.
- Coordinate and Track Shipments. Manage Warehouse.
- Analyze Supply Chain Systems. Oversee Security
- Creating shipping/delivery routes and schedules. Tracking shipment progress.
- Answering the queries of 160 outlets related to dynamics AX user interface.

- Taking out all the transfer orders from 160 outlets and give it to picking teams and they will keep ready the orders for dispatching.

SAUDI DOLOMITE, Saudi Arabia Purchase Coordinator
May 2015 - Jul 2016

- Research and Evaluate Suppliers.
- Negotiate and Renegotiate Contracts with Suppliers.
- Create and Send Purchasing Orders.
- Monitor Purchases Through the Delivery Process.
- Evaluate Supplier Performance.
- Creating shipping/delivery routes and schedules.
- Tracking shipment progress.

SRASHTAA SoftwarePvtLtd, Bangalore System Administrator
Jan 2014 - Jun 2014

The major duties of mine are to ensure that the up-time, performance, resources, and security of the computers he or she manages meet the needs of the users, without exceeding the budget. To meet these needs, I acquire, install, or upgrade computer components and software; provide routine automation; maintain security policies troubleshoot train and/or supervise staff; or technical support in projects.

MASTER OF COMPUTER APPLICATION(MCA)
Jun 2011 - Mar 2014
Srinivas Institute of Management Studies, Mangalore, Karnataka

BACHELOR OF COMPUTER APPLICATION(BCA)
Jun 2009 - Mar 2011
Sri Ramakrishna College, Mangalore, Karnataka

CISCO CERTIFIED NETWORK ASSOCIATE(CCNA)
Sep 2014 - Oct 2014
GIT TECHNOLOGIES, Bangalore