

CURRICULUM VITAE

AJMAL SALMAN THEKKE VALAPPIL

MOB : +971 56 36 54 948

E-mail: ajmalsalman96@gmail.com



Objective:

To find an exciting and challenging career in a professional environment, where I can utilize my education, experience, and interpersonal abilities.

CARRIER GRAPH:

From 2022 August to Present

Company: **Hassani Group of Companies**
Dubai, United Arab Emirates

Designation: Logistics Supervisor / Warehouse Supervisor

Duties and responsibilities:

- ❖ Manage and coordinate the operational activities for Warehouses and stores including the storage, Distribution of goods and their movement.
- ❖ Review the work plan for assigned staff, monitor workflow, Controlling delivery method services.
- ❖ Schedule delivery of goods based on customer availability and urgency.
- ❖ Verify all documents along with the customer Tax invoices. Such as Purchase order, Delivery note, and its appointments.
- ❖ Organizing and conducting inventory and storage area.
- ❖ Supervise the logistics operations, such as inbound logistics and outbound logistics.
- ❖ Control and supervise the receiving, storing, identifying, and dispatching of goods.
- ❖ Communicate and coordinate with stock analysts, receivers, Storekeepers for the better operation of warehouse and Dispatching.
- ❖ Aware of stock availability, its expiry dates and arrangements, waste management, temperature status if needed.
- ❖ Verify and monitor various licenses such as Vehicle permits, Health certificates, hygiene certificates, Food permits etc.
- ❖ Monitor the delivery vehicles through GPS System.
- ❖ Submitting reports to the Logistics Manager, such as daily delivery reports, Staff KPIs etc.

From 2018 September to 2022 July

Company: **Regency Group of Corporate Management**
Dubai, United Arab Emirates

Designation: Logistics Coordinator / Inventory Coordinator**Duties and responsibilities:**

- ❖ Monitor stock levels and identify purchasing needs.
- ❖ Invoice preparation, Processing, Verifying and Reconciliation
- ❖ Making Purchase Orders, prepare cost analyses, Update internal database.
- ❖ Conduct market research to identify pricing trends.
- ❖ Follow up with suppliers, as needed, to confirm or change orders.
- ❖ Stock Management and resolving inventory related issues.

Educational Qualification:

- ❖ Bachelor of Technology in Computer Science Engineering, University of Calicut, India
- ❖ Higher Secondary School Certificate, Kerala Government
- ❖ Secondary School Certificate, Kerala Government

Computer Skills:

- ❖ ERP ORION, Document Managing System (DMS), Warehouse Management System (WMS), ERP Vision 2000, ERP GOLD
- ❖ SQL, Basics of JAVA, C, C++, HTML
- ❖ Microsoft Excel, Microsoft Word

Skills:

- ❖ Good Communication, Presentation, Designing and Interpersonal Skills
- ❖ Hard Working determined and team spirit.
- ❖ Flexible in variation of duties and responsibilities.
- ❖ Ability to achieve the goal in various circumstances.

Personal data:

Date of Birth:	18-08-1996
Sex:	Male
Nationality:	Indian
Religion:	Muslim
Marital Status:	Married
Passport No:	R-2269663
Visa status:	Employment Visa
Languages:	English, Hindi, Malayalam

Declaration:

I hereby declare that the above-mentioned information is correct to the best of my knowledge, and I bear the responsibility for the correctness of the above-mentioned particulars.

AJMAL SALMAN THEKKE VALAPPIL