**HaniKhalafAbdelaziz**

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**EXPERIENCE:**

**Warehouse Manager** March 2023- Present

Al Fares international company

Al Fares international is Aluminum Equipment industries and Paints

**Warehouse And Quality Manager** April 2021 - Feb 2023

Brisk Logistics, Dubai

Brisk is 3PL Logistics company and distributor

for Medline Medical Devices company

**Logistics & Warehouse Manager** Nov 2018 - Apr 2020

ADCAN Pharma, Abu Dhabi

Adcan Pharma Is pharmaceuticals manufacturer of branded and non-patented generics medicine

**Warehouse and Distribution Manager** May 2006 - April 2018

Medpharma Pharmaceutical & Chemical Industries L.L.C., UAE.

Medpharma Is pharmaceuticals manufacturer of branded and non-patented generics medicine and Member of Valeant Pharmaceutical International -USA.

**DUTIES & RESPONSIBILITIES**

\* Reported to the plant manager.

\* Managing and responsible of maintains receiving of inbounds activates , storage activities and shipping outbounds activities by planning, coordinating to optimize operational performance and keep the Raw materials, packaging materials and Finish Products warehouses stand by for any inspection.

\* Apply GMP (Good Manufacturing Practice), GSP (Good Storage Practice) and GDP (Good Distribution Practice) and maintain daily operating schedules to ensure deliverables are met fully Control the cost by implementing FIFO and FEFO rules.

\* Responsible of purchasing all materials for all stores by selecting the Cheapest quotation from three quotations for the same material of the suppliers.

\* Approve the local purchase orders for each store based on the selected quotation as a part of supply chain management.

\* Confers with related departments to ensure coordination of warehouse activities with the activities of other functions such as production, planning, QA and QC.

\* Coordinate with the sales manager regarding the finished product dispatching schedule based on the costumer priority.

\* Communicate with the third party 3PL and manage either the inbound and the outbound to achieve the shipment schedule on time.

\* Ensure the smooth running of the work steps by solving all the problems which can delay the work and achieve all the store activities on time.

\* Confirm the implementing of the safety instruction for all the activities in the warehouse by all the warehouse team.

\* Update the warehouse SOP to ensure that all the activities and procedures in the warehouse is Compatible with the standard guidelines.

\* Ensure inventories are accurate and control inventory levels by ensuring physical counts are conducted and reconciled

\* Responsible for customs clearance procedures for any imported raw materials and packaging materials for any department in the company

\* Select carriers and negotiate contracts and rates for the transportation of imported materials from the ports to the company stores.

\* Research ideal shipping techniques and Select carriers and negotiate contracts and rates for delivery of the local orders to the customers and the shipping of export goods

\* Coaching and developing warehouse staff by conducting SOP procedures trainings, work improvement programs and productivity. to optimize performance and meet company targets Establishes operational procedures for all activities such as verification of incoming and outgoing materials, handling and disposition, and then enforce updating of the warehouse inventory in daily basis.

\* Implementing strictly the rules and policies of the company.

\* Report any exports or imports activities and the store activities to management on a dailybasis.

\* Studies and standardizes procedures to improve efficiency of subordinates

\* Check the updates for each store to keep the stock updated daily in the computer-generated system.

\* Determines work procedures and prepare work schedule.

\* Inspect physical condition of warehouse and equipment's.

\* Inspect physical condition of all he trucks and containers before loading or offloading

\* Deal with costumes and arrange the documents for customs clearance

**Sales Representative** Feb 1996 - Apr 2006

Modern Pharmaceutical Company, UAE

Leading healthcare distributor in the UAE

**DUTIES & RESPONSIBILITIES**

\* Prepare and process requisitions and purchase orders for supplies including medicines, medical devices, consumable items and medical equipment

\* Control purchasing department budgets for MPC group pharmacies in all UAE

\* Prepare reports regarding market conditions and merchandise costs.

\* Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.

\* Responsible of companies(suppliers) negotiating contracts and formulating policies with suppliers

\* Review purchase order claims and contracts for conformance to MPC policy.

\* Analyze market and delivery systems in order to assess present and future products availability.

\* Develop and implement purchasing and contract management instructions, policies, and proceduresMaintain records of goods ordered and received.

**EDUCATION**

**Bachelor of science with specialty in major Chemistry.** Sep 1983 - Sep 1988

*Minya University, Egypt*

*Certified by international supply chain professional CISCP. June,2012*

*Ocean Institute Dubai*

*valid UAE driving license*