

CURRICULAM VITAE

DILEEP KUMAR POTTIAMB

OBJECTIVE

Highly organized and systematic warehouse In charge, having profound experience and expertise in all sort of Material Management including systematic Inventory Control System, Warehouse Management, Logistic Analyzing and managing warehouse Team Controlling with full motivated as **WAREHOUSE MANAGER** with more over 18 years within GCC Region.

CAREER HISTORY

Company: Hatcom Trading & Contracting Wll. Qatar (Since 2019)
Position: Warehouse Manager

Company: Contraco Qatar Wll. Qatar (2012 -2019)
Position: Warehouse Manager

Company: Panalpina Qatar Wll. Qatar (2007- 2012)
Position: Warehouse In-charge

Company: Saudi Arabian Texaco Inc. Kuwait
Position: Sr. Storekeeper (From 2005 - 2007)

Company: Amtrex Ambience Ltd. Mumbai, India
Position: Storekeeper (From 2000 - 2004)

RESPONSIBILITIES

Responsible to organize, lead, plan and control the functions of goods receipt & dispatch, warehouse control, shutdown, material coordination, preservation, batch management, housekeeping, safety, and hazardous material management.

Planning layout of stockroom, warehouse, considering turn over, size, weight and related factors of items stored.

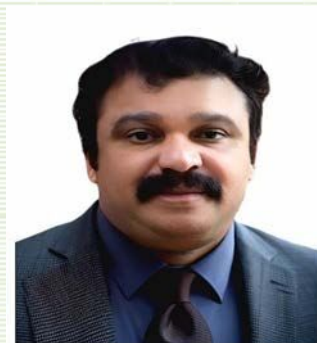
Advising employees on care and preservation of items received, stored and shipped methods and use of equipment in handling, storing, maintaining and shipping stock related problems.

Studying records and recommending remedial actions for reported non-usable, slow moving and excess stock.

Reviewing records for accuracy of information and compliance with established procedures, and to determine adequacy of stock levels, also to plan and control all activities so as to ensure a cost effective and timely service to Internal and external customer.

Controls inventory levels by conducting physical counts; reconciling with data storage system.

Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.



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PERSONAL DATA

Place of Birth : Kerala,India
Sex : Male
Nationality : Indian
Marital Status : Married
Religion : Hindu
Driving License : India

**VISA STATUS : RESIDENCE VISA
(TRANSFERABLE with NOC)**

Passport no : **W3564147**

Place of issue : Kozhikode (INDIA)

Date of issue : 09/09/2022

Date of Expiry : 08/09/2032

Languages Known : English, Hindi,
Malayalam, Tamil and Arabic

DUTIES:

- ☐ Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse.
- ☐ Maximizing space usage within the warehouse.
- ☐ Looking after the transportation of goods into and out of the warehouse.
- ☐ Implementing specific customer packaging requirements.
- ☐ Repairing warehouse equipment breakdowns.
- ☐ Shipment loading and transferring.
- ☐ Working with supervisors to improve staff performance.
- ☐ Setting aside storage areas for new stock.
- ☐ Complying with all Health, Safety and Environmental standards.
- ☐ Keep unauthorized persons out of the warehouse.
- ☐ Facilitating effective communication within the team and across the site.
- ☐ Investigating any inventory losses.
- ☐ Operating automated warehouse storage and retrieval systems.
- ☐ Being on call for any emergencies.
- ☐ Planning future warehouse capacity requirements.
- ☐ Maintaining accurate staff attendance records.
- ☐ Ensuring products are stocked correctly and safely.

WAREHOUSING

- ☐ Experience of handling domestic and international shipments.
- ☐ Knowledge of the latest warehouse procedures, equipment and software.
- ☐ Ensuring regular material flows from the warehouse to the production line.
- ☐ Developing freight and warehousing strategies.
- ☐ Operational experience of working with a Union Workforce.
- ☐ Managing change and process improvement

AREAS OF EXPERTISE

- ☐ Warehouse Operations
- ☐ Materials Inventory Control
- ☐ Supply Chain & Logistics
- ☐ Monitoring expenditures
- ☐ Identifying variances
- ☐ Distribution Planning

SOFTWARE EXPOSURE

- ☐ Microsoft Word, Excel, Tally, ERP, Build Smart, Net Suite, Odoo, Focus. Oracle Systems and etc...
- ☐ Exceptionally alert to issues of Health & Safety.
- ☐ Neatly groomed appearance.
- ☐ Behaving and communicating in a professional manner.

PERSONAL

- ☐ exceptionally alert to issues of Health & Safety.
- ☐ neatly groomed appearance.
- ☐ Behaving and communicating in a professional manner.

EDUCATIONAL BACKGROUND

ACADAMIC QUALIFICATION : BACHELOR OF ARTS

DECLARATION:

I hereby declare that the above mentioned details are true to the best of my knowledge.

DILEEP KUMAR POTTIAMBI