

# Aashique N James



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📍 Hor Al Anz near Abu Hail metro station, Dubai

📅 26th January 1995

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🚩 Indian

👤 Male

## PROFILE

Adaptable & Result Oriented Supply Chain Professional searching for a position in Supply Chain & Warehouse Management sector where I can use my education, experience, analytics skills, knowledge of quality control, strategic planning ability, and supply chain management expertise.

## EDUCATION

**Masters in Business Administration,**  
(Date : Oct 2018 — Nov 2020)

**MSINM COLLEGE, Mangalore University**

Mangalore, India

Bachelor of Commerce (Date : March — 2014 -- July 2017),

**ST. PHILOMENAS COLLEGE, Mysore University**

Mysore, India

## SKILLS

MS Office (Advanced Excel, Word & Power Point).

SAP



## PROFESSIONAL EXPERIENCE

**Warehouse/Supply Chain Professional: Mane Kancor Ingredients Pvt Ltd. (V Mane Fils),Haveri, India (Feb 2021 — April 2023)**

### **Warehouse Management Associate (March 2022 – April 2023)**

- Supervised warehouse activities such as the distribution of RM, SFG, Additives, and Packing Material to the Production team to ensure smooth processing.
- Supervised 2 external packaging material warehouses with an area of 11000 Sq ft & 3000 Sq ft. each and 1 external SFG / Additive Warehouse with an area of 9000 Sq ft. and also 4 external raw material warehouses with an area of 22000 Sq ft. each.
- Ensured Warehouses GMP (Good Manufacturing Practice) and PCS (Pest Control System).
- Prepared Warehouse RM / PM / Additives reconciliation and RM Warehouse temperature monitoring reports.
- Ensured raw materials are stored and picked up from warehouses with proper documentation and within quality and safety guidelines for current operations.
- Determined the storage (warehouse), negotiate rates and terms, and draft agreements for the storage and loading/unloading of goods, including their operations and legal terms.
- Timely processing of warehouse rents and other vendor payments, Initiate loading unloading rates/agreements.

### **Logistics & Stores Inventory Management Team member ( Feb 2021 –Feb 2022)**

- Ensured optimal vehicle TAT within the unit and monitoring of vehicle placements in relation to RM, SFG, Additives, PM & By Products requirements.
- Monitored proper documentation to avoid any hardship.
- Identified transporters and carried out negotiations for optimum rates.
- Ensured insurance coverage for all material movements which include RM, SFG, Additives, Packing Material, By-Products, and engineering items for repair.
- Ensured optimum level inventory are kept for smooth level operation of the unit.
- Ensured issue vouchers are posted within 48 Hrs.
- Monitored all store functions such as issue, receipt, bin placement, inventory accuracy, gate passes, and scrap sales.
- Prepared monthly/annual reports such as MIS (Master Information System), ABC analysis, and slow/non-moving/obsolete reports.
- Co-ordinated with Procurement team before placement of Purchase Orders by checking and Releasing Purchase Requisitions.
- Verified stock on a quarter basis for keeping optimum level inventory.
- Prepared and monitoring of SOP (Standard operating Procedure) for store functions.

## LANGUAGES

Malayalam (Native speaker)	● ● ● ● ●
Hindi	● ● ● ● ●
English	● ● ● ● ●
Kannada	● ● ● ● ●
Tamil	● ● ● ● ●

### **Procurement/Supply Chain Professional: Magicsip Coffee Roaster Pvt Ltd., Kodagu, India. (Date: August 2017 -- Sept 2018)**

- Identified potential suppliers through market research, referrals, and networking.
- Negotiated contracts, terms, and pricing with vendors to secure the best deals for the organization.
- Received and reviewed purchase requisitions from various departments, ensuring accuracy and completeness.
- Monitored purchase order progress and coordinated with suppliers and internal teams to ensure timely delivery.
- Sourced and selected suppliers based on quality, cost, availability, and delivery time.
- Monitored the status of purchase orders and speed up delivery as needed, as well as resolve any difficulties with purchase orders, invoicing or deliveries.
- Analyzed inventory levels and ensure optimal stock levels are maintained.
- Conducted regular stock reconciliations and report any discrepancies or variances.
- Continuously evaluated and improved procurement processes to enhance efficiency and cost-effectiveness.

### **Certifications**

- Udemy: Advanced Excel Certification
- Udemy: Inventory Mnagement A-Z: Supply Chain & Business Operations
- Udemy: Supply Chain Management Certification