

AMIT DHANDA

Contact: 055 - 7341035

amit.dhanda1980@gmail.com

Career Objective:

To secure a position in a progressive and highly dynamic institution where my knowledge, skills and experiences will be owned and utilized, as well as to give valuable contribution for the advancement of the company. Enhance my abilities which would be beneficial to the company and myself.

Work Experience:

Warehouse Supervisor – Grocery Division

Company: Noon Express

Employed Date : December 2019 - Up-present

Job Description & Accomplishment:

- Experience in a fast paced sales environment driving performance to reach targets with a focus on conversion
- Significant experience in servicing customer queries in both an online & offline environment
- Experience of E-commerce merchandising best practice, with an understanding of user behavior
- Proven experience in an E-commerce role with exposure to operational element
- Experience of managing a team and Ability to effectively coach colleagues and communicate with senior management
- Proven experience of a sales environment with the ability to proactively sell to an online audience.
- Understanding of E-commerce fulfilment process and how to achieve cost effective business solutions while maintaining high levels of customer satisfaction.

Warehouse Shift Manager– LOGIX (RDC)/Ecommerce M.H.ALSHAYA Co.

Company: **LOGIX .FZCO, Jebel Ali Free Zone (M.H.Alshaya Co.)**

Employed Date : February 2014 – October 2019



Job Description & Accomplishment:

- Motivating, organizing and encouraging teamwork within the workforce to ensure set productivity targets are met.
- Training staff and monitoring their performance and progress.
- Communicating with other departments, staff groups and customers
- Carrying out responsibilities for the use of automated and computerized systems.
- Briefing Supervisors/Team leaders on the issues for that particular
- Ensuring the health, safety, cleanliness and security of the work environment.
- Managing teams of staffs and deal with personnel issues such as the training and discipline of staff.
- Appraise employees & monitor performance against set goals. Identify development needs and potential in order to assign appropriate job functions to develop them.

Warehouse Supervisor - LOGIX (RDC), M.H.ALSHAYA Co.

Company: **LOGIX .FZCO, Jebel Ali Free Zone (M.H.Alshaya Co.)**

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Measure and report the effectiveness of warehousing activities and employees performance
- Organize and maintain inventory and storage area
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations and coach employees
- Determine staffing levels and assign workload
- Interface with customers to answer questions or solve problems
- Maintain items record, document necessary information and utilize reports to project warehouse status

- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Confer and coordinate activities with other departments.

Packing – HOD, Abhitex International.

Company: **Paliwal Export House, Haryana, India**

Job Description & Accomplishment:

- Taking day to day reports study them and handed over to the PPC.
- Having all the details of stock available in the warehouse.

Special Skills:

- Warehouse ILS (Integrated Logistics Solutions).
- Warehouse management System (Manhattan Associates – UK), (MH Alshaya)
- Knowledge of computer, proficiency in M/S Office & Internet.
- Knowledge of using RF Scanner as well as the warehouse management software.
- Ability to do Receiving, Picking, Packing, Put away.
- Having the experience of dealing with body care items, fashion, personal care, hardware.

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- Doing loading and unloading by keeping in mind without damaging the goods.
- Having the experience of dealing with the buyer's representative, such as SPLETTEX, WALLMART, and J.C.PENNY.

Major brands handled:

Exposed with major brands like H & M, Next, BHS, Mother Care, Debenhams, Limited Too, Victoria Secrets, BBW, Milano and Boots while working with MH Alshaya.

Trainings and Seminars attended:

Fire, health and safety Awareness

LOGIX FZCo.

Jebel Ali Free Zone Authority
Dubai, United Arab Emirates

Listening and Communication Skills

LOGIX FZCo.

Jebel Ali Free Zone Authority
Dubai, United Arab Emirates

Personal Productivity at Work Seminar

M.H. Alshaya Head Office

Al Barsha, Dubai, United Arab Emirates

Personal Information / Education Qualification

Passed Higher Senior Secondary from B.S.F. Regional School, Kadamtala, Dist – Darjeeling, West Bengal

Date of Birth : 18th October 1980
Gender : Male
Nationality : Indian
Marital Status : Married
Permanent Address : House No. 147 O.H.B.C
Devi Mandir Road, Panipat - 132103
Haryana – India
Languages Known : Hindi, English, Nepali, Bengali.
Email : amitbagin@rediffmail.com
Visa Status : Employment Visa (Transferable) JAFZA

Declaration

Hereby, I promise that, all the above information is true and I am ready to work in your company according to your company's rules and regulations, and I promise that, I will try my level best for the success of the company.

Amit Dhanda