

ASHRAF ALI

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WAREHOUSE SUPERVISOR - leveraging 19+ years of experience in UAE

Over 19 years of experience in Warehouse Management, warehouse supervisor, production coordinator, logistics coordinator, materials and inventory management, shipping management, receiving management, 3PL logistics knowledge, stock pull tickets, track part numbers and serial numbers, kitting assemblies and subassemblies, specialized in SYROS ERP software.

PROFILE SUMMARY

- Accomplished in supervising warehouse, transportation, customer services and logistics.
- Proficient in organizing warehouses, labelling goods, plotting routes and processing shipments.
- Skilled in responding to any issues or complaints
- Experienced in researching idea shipping techniques, routing and carriers
- Adept in working with other departments to incorporate logistics with company procedures and operations.

PROFESSIONAL EXPERIENCE

MANARUL ULOOM NURSERY & PRIMARY SCHOOL, TIRUNELVELI. Jan'20 ~ Jun '23

Administrative Manager

- ↳ Functional knowledge of coordinating a variety of programs and activities for students and staff.
- ↳ Manage school activities, including supervision of classified support personnel.
- ↳ Manage and coordinate such activities as special events, transportation, and building maintenance.
- ↳ Promotes the school through positive relations with community, business, parents and students.

AL-OUFOUK GENERAL TRADING CO LLC- SHARJAH - UAE

Jan' 2004 –Nov' 2019

Warehouse Supervisor cum Logistics Coordinator

- ↳ Overseeing the day-to-day operations of the warehouse, including receiving and shipping of goods, inventory management and ensuring compliance with safety regulations and company policies.
- ↳ Customs clearance of the goods in compliance with relevant regulations and laws.
- ↳ Processing of duty-paid and duty-free cigarette stocks through De-La-Rue scanning, including receiving, packing, and shipment of the goods.
- ↳ Handling duty-free cigarettes through HHD scanning, including receiving and packing, and making delivery arrangements in compliance with customs inspection requirements.
- ↳ Processing of duty-free invoices for airport and Ship-Handling operations.

- ↗ Distribution of duty-paid Shisha products from the bonded warehouse to the SHISHA warehouse, including unloading and setting up in the warehouse.
- ↗ Distribution of duty-paid food stocks from the bonded warehouse to the central food warehouse.
- ↗ Coordination of direct sales with Carrefour, NTDE, Lulu, Mega Mall, and wholesale clients, including making delivery arrangements.
- ↗ Filling out ISO forms to ensure compliance with relevant standards.
- ↗ Maintenance of vehicles used for transporting tobacco and food products, including processing vehicle vouchers and ledger filling.

WORLD WIDE TRADERS - FUJEIRAH - UAE

Jul' 2000 –Dec' 2003

Warehouse Supervisor

- ↗ Oversaw scheduling for the day-to-day activities of multiple employees for shipping, receiving and inventory.
- ↗ Ensured that goods purchased arrived when scheduled and met the end user's specification.
- ↗ Organized and manage all workflow and assign jobs according to urgency and due dates.
- ↗ Coordinate the process of all outbound shipping and inbound receivables using our ERP system SYROS software.
- ↗ Checking Vendors documents (such as Invoice, Packing List, and Freight Bill), in Discrepancy case inform to vendor for the same, and request for changes or Credit Note / Replacement.
- ↗ Monitors and adjust labor requirements to balance staffing levels and overtime costs while meeting daily receiving and shipping schedules.
- ↗ Arrange training and support for new employees to acclimate them to the expected policies and procedures for the store.

ACADEMIC CREDENTIALS

B.Sc (Physics) - 1993-1996 (Manonmaniam Sundaranar University).

Computer Skills:

Good Knowledge in Windows, MS Office & Internet.

PERSONAL DOSSIER

Date of Birth	: 27 th December, 1975;
Marital Status	: Married;
Languages Known	: English, Tamil, Hindi and Malayalam;
Driving license	: Valid Indian & UAE driving license;
Address	: 27, Sappani Alim East Street, Melapalayam, Tirunelveli-627005;
Passport Number	: T2494565;
Visa Status	: Visit Visa
References	: Available on request.