

MUHAMMED SHIBIL

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CAREER OBJECTIVE

To work in an atmosphere which offers an excellent opportunity to share my knowledge and skills with others and participate for the complete satisfaction of the employer, as well as for myself.

ACADEMIC QUALIFICATION

<i>Qualification</i>	<i>Percentage</i>	<i>College/School</i>	<i>University/ Board</i>	<i>Year of Passing</i>
DIPLOMA IN COMPUTER ENGINEERING	55 %	GOVT. POLYTECHNIC COLLEGE	STATE BOARD OF TECHNICAL EDUCATION	2016
PLUS TWO	68.00%	GOVT. HIGHER SECONDARY SCHOOL , THARIODE	BOARD OF KERALA	2013

DRIVING LICENSE DETAILS

License Number	:	2702562
Expiry Date	:	27-08-2023
Place Issue	:	Abu Dhabi - UAE
Vehicle Permit	:	Light Vehicle -Manual

ORGANIZATIONAL EXPERIENCE

I. **JANUARY 2021** – Until present at SPINNEYS. As an TEAM LEADER

Purpose of the Role

Ensure daily receiving and picking both foreign and local consignment in the warehouse to the retail stores SPINNEYS DUBAI LLC, Dubai, December 07, 2010 to January 2019.

Oversee Put-Away, stock rotation and assist dispatcher to dispatch the stocks to the store.

Job description:

- Ensure picking is going on as per delivery schedule.
- Ensure the proper temperature before loading the stocks in the trucks.
- Ensure halal and non halal products pick and load separately.
- Assist the transport team to maximize the utilization of trucks.
- Assist the loading team in route planning.
- Assist monitor and review the manpower planning.
- Ensure correct receiving is done (import - sea/air and local)
- Ensure all the receiving is done before leave the office.
- Ensure all documents are processed to admin staff.

- Ensure claims are done the same day as receiving
- Schedule containers.
- Handles all data processing jobs in **SAP** and **EWM** system.
- Processing stock transfer.

OCTOBER 2018 –DECEMBER 2020 at SPINNEYS. As an RECEIVER.

Job description:

- Preparing sales order and purchase order in **SAP**.
- Prepares relevant data of foreign goods receipts for quality purpose & Dubai Municipality inspections.
- Performing thorough checking of the goods as per the product description, Checking Universal codes, Quality, Quantity, Manufacturing & Expiration date of the goods received.
- Good knowledge in **Extension Warehouse Management System (EMW)**.
- Conduct perpetual inventory of stock based on the system quantity and physical quantity.
- Performing write off for damaged and expired goods to ensure quality.
- Making monthly reports on the accomplishments done during the month.
- Handling of stock items under Promotion section.
- Arranging of newly arrived stock items.
- Ordering of shortage items.

DECEMBER 2017– SEPTEMBER 2018 at SPINNEYS. As an ITEM PICKER.

Job description:

- Efficiently pick customer orders.
- Locate products using technology.
- Retrieve orders according to quantity, size, brand, variety, description. Ensuring accuracy.
- Build pallets with order and position them to loading docks.
- Wrap order before loading on truck.
- Ensure that the correct number and type of product is loaded.
- Re-stock inventory manually or with warehouse equipment.
- Keep records of completed orders.
- Maintain equipment and report the malfunction.
- Adhere to health and safety policies and quality standards

II. Worked as **CASHIER** in Grand Fresh Supermarket Wayanad , Kerala from
06-05-2016 05-05-2017.

SUMMARY OF SKILLS

- Excellent management , technical & communications skills
- Problem solving and team management skills
- Positive attitude towards work
- Analytical and logical skills
- Hardworking, optimistic
- Able to express concepts in a clear manner
- Having Knowledge about SAP and EWMS.

LANGUAGES KNOWN

To Read / Write : English, Hindi, and Malayalam
To Speak : English, Hindi, Malayalam, and Tamil

PERSONAL DETAILS

Father's Name : Abdul Shukoor
Date of Birth : 08-05-1996
Religion : Muslim
Nationality : Indian
Gender : Male
Passport Number : P9894219
Visa Status : RESIDENT
Visa expiry : 24/11/2021

DECLARATION

I the undersigned certify that to the best of my knowledge and belief the resume correctly describes my qualification and myself.

Place: ABU DHABI

Date :

Faithfully,

MUHAMMED SHIBIL