



# Hareesh RL

Al - Barsha, Dubai, Uae

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## Objective

Certified Logistics/Warehouse administrator with eight years of experience working with warehousing, inventory management, transportation and product distribution teams. Looking for a new roles in the organization to accomplish career goals and contribute to the efficiency of the team.

## Skills

- Knowledge of warehouse, purchase and transportation operations. Working knowledge on Oracle warehouse management system. Time management and Coordination skills. Good understanding of safety precautions and procedures.

## Training

- Warehouse Operations and Inventory Management from Millennium Solutions and Training Centre -2009

## Experience

- **Mothers Food Products & Trading Co. India** 13-July-2018 - 31-Aug-2023  
Office/Store Administrator
  - Provide general administrative support such as data entry, paper work, filing, recording of sales/ purchase
  - Responsible for the preparation of GRN
  - Responsible for the issuance of materials and supplies to all retail shops and salesman
  - Responsible for stock control and documentations
- **IFFCO Group of Companies(IPC), AJMAN, UAE** 09-April -2015 - 10-April -2018  
Administrator - Warehouse /Logistics & Purchasing Assistant  
**Admin-Warehouse**
  - Daily transactional work in systems and Invoice generating
  - Transport documentation handling
  - Provide required export shipping documents that support international documentation requirements
  - Maintain relationships with transportation vendors to improve transportation effectiveness
  - Experience of working with ERP systems
  - Adding value to the manufacturing process by giving best available customer service to all
  - Physical inventory audits and provide daily, weekly and monthly reports on warehouse activities accurately and timely  
**Purchasing Assistant**
  - Good understanding of supply chain procedures
  - Monitor stock levels and identify purchasing needs
  - Track orders and ensure timely delivery
  - Conduct material research to identify pricing trends
  - Evaluate offers from vendors and negotiate better prices
  - Maintain updated records of invoices and contracts
  - Follow ups with suppliers, warehouse dept. And material planning dept.
- **TVS Motors Company, KERALA, INDIA** 03-May-2013 - 06-June-2014  
Spare Parts Incharge -Fiat and Mahindra cars  
Ensure all necessary parts are stock ready for purchase. Order new parts from catalog as needed. Determine replacement parts required according to inspections of old parts or customer's requests.
- **Wahah Electric Supply Co. Of Saudi Arabia(Ltd.), DAMMAM, KSA** 01/03/2007 - 31/01/2012  
Asst. Store Keeper
  - Responsible for receiving of all kinds of materials (local& foreign) in designated warehouse location as per the PO description and specifications required.
  - Monitor and ensure that the right materials are being used and issued to the production at the right time.
  - Responsible for safe handling of materials and safety of people working at store.

- Physical inspection and quantity verification and report the discrepancy if any.
  - Ensure adequate documentation, filling and overall maintenance of logistics records.
  - Co-ordinating with Procure department, material planning department, suppliers and main other stores.
  - Maintain orderliness and cleanliness of the warehouse and yard.
  - Overall Incharge of stores and inventory movements.
- **Geecy Industrial Services Pvt. Ltd., MUMBAI, INDIA** 22-Feb-2006 - 30-Sep-2006  
Tr. NDT Engineer  
Set up and calibrate non destructive testing equipment. Conduct tests to ensure quality or defects using NDT method of inspection. Organize a d report test results.And ensuring strict adherence to safety regulations

### Education

- **State Board of Technical Education and Training, Tamil Nadu, INDIA** 2000-2003  
Diploma in Automobile engineering
- **Metal Scan Inspection Services** 2006-2009  
ASNT Level II in RT and UT
- **Board of Higher Secondary Examination** 1998-2000  
Higher Secondary Examination (Class XII-Science Group)

### Languages

- English, Hindi, Malayalam and Tamil

### Personal Details

- Date of Birth : 24/07/1982
- Marital Status : Married
- Nationality : Indian
- Visa Status : Visit Visa (Expires 06th December 2023)

### IT Skills

- Certificate in Auto- Cad version 2004  
MS office



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