

CURRICULUM VITAE



MUJEEB UL RAHIMAN
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CAREER OBJECTIVE

Well experienced with proven expertise in warehouse operation, supervision, material planning, purchasing, inventory control, fleet management and storekeeping. A keen planner, enthusiastic and dedicated by personality with demonstrated abilities in consistently accomplishing business growth, managing materials & seamless movement and track record of achieving cost effective delivery solutions & stock movements. Excellent analytical, problems solving, negotiation, supervision, leadership, communication and interpersonal skills.

STRENGTHS

- ✓ Qualified & Experienced Professional in Warehouse Operations
- ✓ Capability to Manage Operations
- ✓ Self-Correspondence –Documentation
- ✓ Computer Proficient Professional

ACHIEVEMENTS

- ✓ Extensive experience in warehouse operation
- ✓ Contributed in increasing company sales through the proper & effective management of the warehouse operation, which was usually appreciated by the management
- ✓ Performed consistently with dedication towards the warehouse operational duties

- ✓ Demonstrated ability in surmounting difficult logistic issues, facing pressure in warehouse operations, taking up new challenges and dealing with leading change

EXPERIENCE SNAPSHOT

Having 10+ years of experience in execution of various type of materials

- ✓ Ten years with Baghlaf Holding Co. Jeddah as a warehouse in charge – Jeddah & Riyadh, KSA
- ✓ Three years with AI Zahrawi medical & medicines trading (Medicine Shoppe) in Dubai as a store keeper – Dubai, UAE
- ✓ Seven years with Department of health and medical service in Dubai as an assistant storekeeper – Dubai, UAE
- ✓ Three years with Makkah Hilton as an order taker – Makkah, KSA

AREAS OF EXPERTISE

WAREHOUSE MANAGEMENT & OPERATION

- ✓ Manage warehouse operations, materials planning, forecasting and allocation
- ✓ Supervise the delivery materials and supplies to all the desired destinations upon schedule and request, make an emergency deliveries as needed. Ensure accuracy of request forms.
- ✓ Monitor processing of all receiving reports on all shipments received through the warehouse
- ✓ Maintain records of supplies and materials entering and leaving the warehouse
- ✓ Review work orders, consumption report and demand forecast to estimate peak delivery periods and issued work assignments, handle stocking according to correct location
- ✓ Managing and supervising the warehouse staff and labors
- ✓ Disposal of spoiled and scrap in accordance with wastage procedure
- ✓ Identifying hazardous materials and locating designated area
- ✓ Updating MSDS file for hazardous material
- ✓ Supervise and coordinate activities of workers concerned with ordering, receiving, stacking, issuing, supplies, tools & equipment and parts in stockroom
- ✓ Responsible for the preparation of requisitions, and relevant documents
- ✓ Maintain cleanliness in the warehouse areas and to avoid any municipality issues and penalties
- ✓ Maintain the records in the system of receiving as per the expiry dates
- ✓ Maintain the expiry records of all the products to ensure that no product got expired

- ✓ Coordinate with the sales people to keep eye on sales flow and informing the management about changes in the sale to avoid excess or shortage in the stock
- ✓ Computerized inventory and stock control and preparing monthly report
- ✓ Physical verification with computerized stock

EDUCATION

- ✓ Bachelor of Arts
- ✓ MS Office (Excel & word) & ERP (Info. Dynamics, Fiesta, SMACC & Foodics)

PERSONAL DETAILS

Nationality : Indian
Date of birth. : 01-06-1972
Marital status : Married
Visa status : Visit
Language : English, Hindi, Arabic (fluent in write, read and speak)
Passport No : W5488709

DECLARATION

I hereby declare that the above given details are true to the best of my knowledge

(MUJEEB UL RAHIMAN)