









Abdul Naveed

Warehouse Supervisor

Personal Information

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-  Indian
-  UAE_LMV - Valid Till 2025
-  09-04-1987

Education

- **Bachelor Of Commerce**
University of Mysore
Mar 2006 - Jul 2009

Skills

Inventory Management

Communication

Customer Service

Warehouse Operations

Computer Literacy

Problem Solving

Safety Compliance

Logistics Experience

Work ethic

Time management

Scheduling Experience

Team Leadership

Budget Management

Interpersonal skills

Summary

Experienced Warehouse Supervisor with a strong track record in order processing, distribution, logistics, and warehouse operations spanning 5 years. Skilled in goods shipping, warehouse storage, inventory control, and coordination, with a proven ability to drive business development initiatives. Expertise includes cash and position reconciliation and proficiency in back-office operations, cultivated over 5.9 years as a Lead Analyst. Eager to apply these honed skills and leadership abilities to contribute effectively within a dynamic team environment.

Work Experience

Warehouse Supervisor, Brand Corp Trading LLC, Dubai

December 2022 - Present

- Managed a team of 8 warehouse employees in the successful receipt, storage and distribution of goods.
- Supervised daily operations, ensuring that all orders were picked, packed and shipped on time.
- Monitored inventory and maintained accurate records of stock levels.
- Determined the most efficient methods for loading, unloading and organizing goods in the warehouse.
- Established and enforced quality control standards for products stored and shipped from the warehouse.
- Developed and implemented effective strategies to reduce costs and improve warehouse operations.
- Motivated and trained warehouse staff to ensure a high level of productivity.
- Resolved customer issues and complaints in a timely and professional manner.
- Managed budget and tracked expenditures related to warehouse operations.
- Developed and implemented safety procedures for warehouse staff to ensure a safe and efficient work environment.

Warehouse Supervisor, Bright Trading Company, Bengaluru

January 2018 - June 2021

- Managed and maintained a team of 10 warehouse associates to ensure proper operation of warehouse and inventory accuracy.
- Conducted regular inventory audits and cycle counts to ensure accuracy of stock levels and product locations.
- Collaborated with other departments to ensure timely and accurate delivery of products.
- Maintained and updated inventory records and logs.
- Planned and scheduled daily tasks for warehouse staff.

Creativity

Forklift Operation

Technology Proficiency

Teamwork

Problem-solving

Attention to detail

Languages

English - Fluent

Hindi - Native Speaker

Tamil - Native Speaker

Kannada - Native Speaker

Malayalam - Very Good

Urdu - Native Speaker

- Coordinated and supervised the loading, unloading and stocking of products.
- Established and maintained relationships with vendors and suppliers to ensure timely delivery of goods.
- Developed and executed efficient processes to ensure the timely and accurate receiving and shipping of goods.
- Developed and implemented safety and security procedures to ensure the safety and security of warehouse personnel.

Lead Analyst, Bank Of New York Mellon, Chennai

April 2017 - November 2017

- Conducted daily reconciliation of fund transactions to ensure accuracy and regulatory compliance.
- Investigated and resolved discrepancies promptly, liaising with internal teams and external stakeholders as necessary.
- Generated detailed reports and conducted analysis on reconciliation outcomes to facilitate informed decision-making and evaluate fund performance.
- Contributed to process improvement initiatives aimed at optimizing efficiency and streamlining reconciliation workflows.

Senior Analyst, Société Générale, Chennai

June 2014 - February 2016

- Active participation in the migration of custody investigation and reconciliation process from Luxembourg to Chennai.
- Reconciliation of stocks in Accurate Workflow - Custody books Vs Soc Gen internal books.
- Checking the change of account and change of security or security switch.
- Investigation into the real breaks and identify the reason for the break.

Senior Analyst, HCL Technologies, Bengaluru

December 2010 - May 2014

- Reconciling all asset and cash breaks on a day to day basis.
- To reconcile between the Manager holdings (AIG) and the Bank holdings (Custodian).
- Escalating to custodian and the support teams in case of discrepancies.
- Responsible for clearing daily and aged breaks.

Courses

Diploma in Warehouse Management, Alison

MBA in Retail Merchandising & E Commerce, Udemy

Diploma in Microsoft Excel for Beginners and Expert, Alison

Warehouse Management : Employee, Safety & Costs, Alison

Diploma in Power BI, Alison

Declaration

- All the information provided above is true and correct to the best of my knowledge and belief.