



# FATHIMA MUHSINA

## Stock supervisor/Supply chain assistant

Dedicated and results-driven logistics professional with over 3 years of experience in managing supply chain operations, optimizing transportation processes, and ensuring timely delivery of goods. Proven track record of reducing costs, improving efficiency, and enhancing customer satisfaction. Skilled in inventory management, logistics coordination, and vendor relations. Strong ability to analyze data, identify areas for improvement, and implement strategic solutions. Seeking to leverage expertise in a dynamic logistics role to drive operational excellence and contribute to organizational success.

## Contact

### Phone

+971 562717062

### Email

fathimamuhsina1998@gmail.com

### Address

Al Karama, Dubai  
UAE

## Credentials

- Microsoft Office Specialist (MOS) certification
- Tally.ERP 9 Certification
- Certified online courses from Coursera

## Expertise

- Strategic Planning
- Analytical Skills
- Leadership
- Problem-solving
- Negotiation Skills
- Financial Acumen

## Sectors

- Logistics & Supply Chain Management
- Accounts
- Retail

## Languages

Fluent in multiple languages. (English, Hindi, Malayalam & Tamil)

## Experience

- **Hassani Group of Companies, DIP, UAE** 2021 - present  
**Stock supervisor, Supply chain assistant (KELLOGG'S)**
  - Monitors daily incoming and outgoing stocks inside the warehouse. Responsible for generating reports regarding stocks availability, damaged products, inventory status and stocks movement.
  - Process LPO (Local Purchase Order) from suppliers.
  - Coordinate with suppliers for pending orders. Monitor and update receiving imported report.
  - Coordinate to the commercial departments with issues during receiving the products.
  - Generates monthly stock report for (Slow-moving, Near Expiry and Expired Stocks). Generates weekly stock report for products such as KELLOGG's and other inhouse brands.
  - Responsible for disseminating information via email to all concerned managers regarding stocks inquiry.
  - Responsible for implementing filing system for Local delivery note, imported GRN and container van inspection checklist.
  - Monitor and verify loss order reports and pending sales order confirmation. Additional tasks may require as per instruction by the head of logistics.
- **Hassani Group of Companies, DIP, UAE** 2021 - present  
**Store supervisor**
  - Safeguards stored items from damage and implement food safety handling procedures to its team. Responsible for the full information about the in-house stocks in the warehouse.
  - Ensure timely preparation of the stocks to the delivery team as per the given allocation from the managers following the company procedure.
  - Assist when conducting stocks checks in the warehouse.
  - Monitor the incoming and outgoing stocks and coordinate information and update all supervisor's and the stock analysts.
  - Aids in warehouse space utilizations to achieve maximum storage efficiency.
  - Prepare and presents daily transaction reports and other correspondence as appropriate and necessary.
  - Monitoring the timely processing of incoming shipments and stocking the items in the warehouse.
- **Saju & Associates, Tax Consultants, Kerala, India**  
**Accountant** 2019 - 2021
  - Reviewed and processed invoices, sales tax, and purchase orders, ensuring accuracy of all data.
  - Performed detailed cost analysis, managed accounts payable and conducted weekly financial reports.
  - Completed various ad-hoc projects, reconciled bank balances, and recording general ledger entries.
  - Finalization of accounts-Preparation of financial statements
  - Preparation of various Annexure to balance sheet & P&L a/c.
  - Preparation of pre-paid expenses & Depreciation schedule. Keeping account books and system up to date.
  - Consolidation of Subsidiary Company Accounts with Parent Company.

## Personal Profile

Name : Fathima Muhsina Isahak  
Sex : Female  
Date of Birth : 04th March 1998  
Nationality : Indian  
Marital Status : Single  
Passport No : U6373808  
Date of Expiry : 02 January 2030

### Retail Industry, Kerala, India

#### E-commerce Executive

2019

- Listen to customers' concerns, issues and questions.
- Resolve customers' concerns and answer customers' questions to your best ability.
- Maintain a positive attitude and calmly respond to customers' complaints.
- Open new customer accounts.
- Attract customers by promoting the product and company positively, answering questions and addressing concerns as they arise.
- Recommend possible products to meet the customers' needs.
- Refer issues and questions to managers if necessary.
- Prepare product and customer reports by gathering data collected during customer interactions.

## Education

### Master of Business Administration (MBA)

#### Finance & Marketing (Kerala Technical University)

Project work: A study on effectiveness of customer relationship management and its impact on customer retention with reference to south Indian Bank.

### Bachelor of Business Administration (BBA),

#### (Mahatma Gandhi University)

Project work: Project work: A study on service quality and customer satisfaction of Maruti service centers.

### PLUS, TWO from Board of Higher Secondary Education

Govt. of Kerala, India

### SSLC, Central Board of Secondary Education

Delhi, India

## Reference

### Mr. Sam Salehi

Logistics & Supply Chain Manager,  
Hassani Group of Companies

Email: Sam.salehi@hassani.ae