



ABDUL MOHSIN

Warehouse Incharge & Logistic co-ordinator

PROFILE

Self-motivated, fast learner with strong analytical skills.

Capable of working effectively & patiently under pressure while producing high quality end-results. Can manage multiple tasks within given time constraints.

Process, detail and result oriented with critical thinking skills

Initiative-taking, proactive

Skill in maintaining good human relations with clients & End users.

Experience over 7+ years in cold store logistics coordinator, warehouse in-charge and experience.

Nationality: Indian

Driving License: UAE & India

Passport: Abu Dhabi

Location: Abu Dhabi(Alain), UAE.

DATE OF BIRTH: 27-Oct-1993

CONTACT

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mohsinkonni@gmail.com

LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

WORK EXPERIENCE

GULF & SAFA DAIRIES.CO. LLC.(ABUDHABI)

OCT 2015 - ON GOING

Operations & Loading and unloading Co-Ordinator dairy products)

- Strategically manage warehouse in compliance with company's policies and vision
- Oversee receiving, warehousing, distribution and maintenance operations
- Setup layout and ensure efficient space utilization
- Initiate, coordinate and enforce optimal operational policies and procedures
- Adhere to all warehousing, handling and shipping legislation requirements
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Prepare annual budget
- Liaise with clients, suppliers and transport companies
- Plan work rotas, assign tasks appropriately and appraise results
- Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.
- Move inventory to various locations of warehouse by co ordinating with asst Ware house manager with mechanical equipment operators which includes fork lift, pallet jack, and handcart.
- Load and unload delivery truck under his supervision.
- Assume responsibility for delivery of all items received by warehouse to proper location on a daily basis.
- Evaluate complaints received on shipments of equipment and supplies and take appropriate action.

Junior Port, PATTHANAMTHITTA, KERALA, INDIA

DEC 2013 - JUL 2015

Indoor Sales and Logistics Co-Ordinator

- Sourcing new sales opportunities through inbound lead follow-up and outbound cold calls and emails
- Understanding customer needs and requirements
- Routing qualified opportunities to the appropriate sales executives for further development and closure.
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- Understand customer needs and requirements
- Route qualified opportunities to the appropriate sales executives for further development and closure
- Communicating with clients or employers about project, event or campaign expectations and goals

STRENGTH

- Good technical and communication skills
- Leadership quality & Integrity to the Job
- Enjoy taking up responsibilities and commitment to quality.

- Responsible for the data entry and inventory management of all stock
- Brokering the global commodity requirements for the clients.
- Collaborating with clients or employers, finance teams and other team members on budgeting and allocating funds
- Delegating tasks to appropriate team members

EDUCATION

Diploma In Mechanical Engineering – Tamilnadu, India

SKILLS

- Excellent working knowledge of MS Office (Word, Excel, and PowerPoint) and/ or Google Workspace.
- Outstanding customer service skills.
- Excellent communication skills, both written and oral in English
- Ability to work independently with a sense of accountability.
- Familiar with import and export procedures/ forms.

DECLARATION

I hereby declare that all statements made herein above are true, complete, and correct.

FAITHFULLY

ABDUL MOHSIN

