

CURRICULUM VITAE

N. HAJA

DISPATCH SUPERVIOUR

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Skills:

1)Inventory Management	2).Stock Management	3)Stock Replenishment	4)Inventory Analysis
5).Operational management	6)Inventory Accuracy Checks	7)Stocktaking	8).Physical Inventory Count
9)Cycle Counting	10)Inventory Adjustment	11)Process Optimization	12)Problem-Solving Skills
13)Time Management	14)Organizational Skills	15)Communication Skills	16)Team Collaboration
17)Leadership Skills	18)Material handing	19)Microsoft office suite	20)Safety produces

Carrier Objective:

+ 9 years of experience as a Packer. Looking to secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities.

Professional Experience:



Company: Al Sultan International Sweets (All over UAE)

Duration: March 2015 to OCT-2024

DISPATCH SUPERVIOUR

Since-Aug-2020 to oct-2024

- Develops and implements procedures for ensuring that adequate inventory levels are present.
- Load and unload goods at the warehouse for material receipts and issues.
- Receive items in inventory with correct quantity, unit measurement, labels and correct BIN location.
- Raise requisitions and purchase orders.

- Ensure that all items have shelf life/expiration date and all items with warranty are updated .
- Record any stock movements on the inventory management system (MMS) to ensure accuracy of stock levels at all times.
- Identify stock below re-order point and prepare replenishment report.
- Coordination for replacement of rejected and/or damaged item or any clarification required from supplier coordination.
- Coordinate with suppliers and vendors regarding the repair or replacement of faulty, damaged items/assets.
- Manage control measures to ensure inaccuracies and discrepancies are highlighted, addressed and resolved.
- Perform inventory stock count on predetermined frequency, prepare reports and action to balance inventory counts.
- Maintain the cleanliness of the warehouse; participate in keeping all work areas clean, safe and tidy for smoothing all the logistic and inventory process in a controlled, safe, efficient and appropriate manner.

Packaging duets and Responsibilities

May 2017- Aug 2020

- Reading and understanding work orders and production schedules.
- Selecting appropriate packaging materials, labels and containers.
- Assembling and sealing boxes or packages.
- Inspecting products to ensure they meet quality standards.
- Maintaining and troubleshooting packaging machinery.
- Recording production data and ensuring accurate documentation.
- Maintaining a clean and organized work area.
- Adhering to production and quality control standards.
- Highlight your experience and expertise in packaging operations, such as inventory control, product labeling, and equipment operation.
- Demonstrate your ability to work with a variety of equipment and tools, such as forklifts, pallet jacks, and other packaging tools.
- Provide examples of how you have been successful in achieving goals and working within tight timelines.
- Share any certifications or qualifications you have that are related to the packaging industry.
- Pull proper packing materials if needed & load unto truck daily.
- Responsible for delivery or pick up paperwork, assuring all goods are properly handled, inventoried, and/or tagged.
- Assist members if any problems with dissatisfaction with move or conditions of goods.
- Inspected products to ensure they met quality standards and isolated any damaged items.

- Assign work and supervise line workers processing orders; including high priority packages.
- Count and verify inventory during packing and processing to ensure that specifications are met.
- Accurately pack items fulfilling customer orders purchased online using the Amazon website.
- Checks finished product for quality issues, as it comes off of the conveyor.

Educational Qualifications:

- M.B.A in (Human Resource) from Anna University, Tiruchirapally, Tamil Nadu, India(2009- 2011)
- B.B.A from Bharathidasan University, Tiruchirapally, Tamil Nadu, India. (2006-2009)

Personal Details:

Date of Birth	: 05- oct-1988
Father Name	: A. Noorullah
Marital Status	: Married
Language Skill	: English, Arabic, Hindi, & Tamil
Passport No	: V7574950
Nationality	: Indian
Visa Status	: visit visa