



DAN A

Address : Dubai Sports City. Dubai
Phone : +91 8758273853, + 9715522074195
Email : dan.a081988@gmail.com
Linkedin : <http://linkedin.com/in/dan-a-1192b397>

SUMMARY

Results-driven **Warehouse and Inventory Management Professional with over 12 years of experience in Dubai**, Managing & optimizing **warehouse operations, Inventory Management, Invoicing & billing, document controller, Inbound, Outbound & material coordination**. I am skilled in leading teams to drive efficiency, improve stock control, and maintain high standards in safety and quality assurance. Demonstrates strong expertise in **warehouse supervision, inventory audits, process improvement, and waste management**, ensuring seamless supply chain operations and on-time delivery.

SKILL SET

- | | |
|-----------------------------------|--------------------------|
| • Warehouse Management | Inventory Control |
| • Invoicing and Billing | Supply chain & Logistics |
| • Stock Control & Inventory Audit | SAP & Tally |
| • Supplier Coordination | Document Controller |

WORK EXPERIENCE

Pharmalink Drug Store LLC, Dubai

Invoicing & Warehouse coordinator

April -2022 - Present

- **Optimized Inventory Control:** Implemented robust systems to track and manage stock levels, ensuring efficient inventory management and minimizing discrepancies.
- Liason with suppliers & maintained strong communication channels with suppliers, conducting performance assessments to secure high-quality goods and timely deliveries.
- **Streamlined Billing Processes:** Managed invoicing activities with precision, using advanced software to ensure all financial transactions were accurately documented and processed.
- **Conducted inventory Audits:** Performed regular inventory audits and quality checks to uphold the highest warehouse standards, improving overall operational performance.
- **Reduced Inventory Waste:** Developed strategies to optimize stock rotations, particularly for perishable items, reducing waste and improving cost efficiency.
- **Implemented Safety Protocols:** Oversaw the documentation and implementation of Standard Operating Procedures (SOPs), ensuring compliance with safety and operational guidelines.
- **Leveraged Technology:** Utilized automated tracking tools to maintain up-to-date records of inventory, enhancing the accuracy of warehouse data.
- **Achieved Cost Savings:** Led initiatives that reduced inventory holding costs by optimizing procurement processes and implementing efficient order management systems.
- Lead initiatives to simplify and standardize warehouse processes, significantly boosting efficiency and productivity.
- Coordinate and arrange daily logistics and shipment schedules with the team, ensuring timely dispatch and delivery of materials and products.
- Implement **waste management practices** focused on minimizing excess materials and enhancing sustainability across warehouse operations.

Achievement:

- Operational Efficiency: Successfully reduced inventory obsolescence and **costs by implementing automatic tracking systems and optimizing order placements, leading to a 15% decrease in inventory holding costs.**

Barakat Quality Plus LLC, Dubai**Invoicing & Warehouse executive****April-2021 to April-2022**

- **Invoice Processing:** Performing daily invoicing functions within the accounting division, generating accurate, complete, and timely invoices using billing software.
- **Error Resolution:** Researching and fixing billing errors to ensure the accuracy of financial records.
- **Financial Support:** Providing support to accountants, invoicing supervisors, bookkeepers, and other financial workers in managing financial documentation and processes.
- **Warehousing:** Negotiate and coordinate with transporters and arrange transport service.
- Issue raw materials to production with proper records.
- **Recording day-to-day financial transactions** and completing the posting process
- **Organized Storage:** Maintaining a detailed and organized storage system to ensure data entries are complete and accurate.

Greenlight Immigration Service LLC, Dubai**Invoicing & Documents controller****June-2018 to March-2021**

- **Visa Documentation:** Orchestrated the preparation of Genuine Temporary Entrant (GTE) statements for international student visa submissions, ensuring adherence to immigration regulations and accuracy.
- **VAT Administration:** Oversaw VAT record maintenance and ensured prompt filing of VAT returns, complying with all regulatory requirements.
- **Project Coordination:** Supervised and tracked assigned projects and documentation requests, ensuring timely and accurate processing of all documents.
- **Invoice Processing:** Administered invoice preparation and record management in Excel, ensuring precision and reliability in financial documentation.
- **Event Execution:** Directed the planning and execution of corporate events and meetings.
- **Contract Negotiation:** Coordinated hotel accommodations and negotiated contracts with service providers, optimizing cost efficiency and service quality.

British Home Store (BHS), Liwa Trading Enterprises LLC, Abu Dhabi**Senior Sales Associate, Merchandiser, and Cashier****Dec-2013 to June-2018**

- Consistently achieved and surpassed monthly sales targets, significantly contributing to overall company sales goals.
- Assisted customers in product selection, offering tailored suggestions and enhancing the shopping experience.
- Efficiently processed payments, ensuring accurate financial transactions.
- Managed stock deliveries and implemented creative merchandising strategies to optimize store presentation and inventory turnover.
- Developed and monitored sales reports, tracking performance for strategic analysis.
- Collaborated with the team, reported discrepancies, and kept clients informed about promotions and upcoming merchandise.

EDUCATION

- **Diploma in Airport Management and Customer Care** Avalon Aviation Academy, Cochin | 2011
- **Bachelor of Commerce (B.Com) and Computer Applications** from K.V.V.S College, India | 2009

PERSONAL INFORMATION

Date of Birth : 6th April -1988
 Language : English, Hindi, Malayalam
Driving License : **UAE Valid**
Marital status : **Married (Living with family in Dubai)**