

GEORGE GAIKWAD



📍 Dubai, UAE

📞 +971 50 396 1174

✉️ georgegaikwad9@gmail.com

PROFESSIONAL SUMMARY

Motivated Warehouse Supervisor with 12 years of experience leading productive and profitable teams. Diligently manages inventory and fulfillment targets to maximize sales. Adept at Enterprise Resource Planning.

WORK HISTORY

Warehouse Supervisor / Fleet Supervisor, 01/2018 - 04/2024
Alshaya Group, Dubai, UAE

- Supervising employees and assigning workloads and daily tasks
- Overseeing receiving and dispatching procedures for shipments
- Determines requirements for spare parts, supplies, and materials inventory; assists in preparation of specifications for equipment.
- Makes budget requests, maintains fleet maintenance budget and monitors budget expenditures.
- Schedules and assign shifts and establishes work priorities; develops and implements programs of preventive maintenance; manages and analyzes operation and maintenance costs for all equipment.
- Provides supervision and assistance in the repair and maintenance of public transit buses.
- Communicating with customers to answer shipping and receiving questions and troubleshoot problems
- Ensuring inventory and storage areas are clean and maintained
- Coordinating logistical processes and optimizing warehousing processes
- Preparing relevant documentation and reports.
- Operated forklifts and pallet jacks in alignment with safety protocols.
- Operated forklifts and low level order pickers with precision.
- Reported daily warehouse performance data and updated company logs.
- Delivered performance appraisals to drive team productivity.
- Briefed team on productivity targets and process changes.
- Minimized accidents and near misses with rigorous health and safety training.
- Delegated tasks and coordinated warehouse workflow to support continuous productivity.
- Investigated process faults and devised targeted solutions.
- Enhanced picking and packing output through targeted team coaching and feedback.
- Analyzed inventory reports to achieve strong product availability.
- Planned work rota to optimize team performance and target achievement.

- Exceeded warehouse productivity targets with consistent operational oversight.
- Managed warehouse inventories, suggesting and implementing ideas to improve product movement processes.
- Improved warehouse layout to maximize storage space.
- Worked with supply chain professionals to monitor and replenish inventory levels.

Administrator / Coordinator, 01/2012 - 01/2018

Alshaya Group, Dubai, UAE, UAE

- Responding to inquiries and requests from workforce personnel or clients
- Managing calls and correspondence
- Maintaining and rotating various forms of documentation
- Developing, checking, and delivering required reports to different company departments.
- Oversaw database to maintain updated records and accuracy.
- Interacted with customers professionally by phone, email and in-person to deliver accurate service information.
- Managed office supply inventory, performing stock take duties and ordering additional supplies to meet staff needs.

SKILLS

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|---|--------------------------------|
| • Customer focus | • Time Management |
| • Technical Support | • Communicative skill |
| • Warehouse software packages and MS Office proficiency | • Team Player |
| • Relationship Development | • Customer Handling |
| • Training and Development | • Corporate communication |
| • Quality Assurance | • Safety regulations expertise |
| • Logistics | • Just In Time stock control |
| • Strategic Planning | • Warehouse processes |
| • MIS Reporting | • Warehouse maintenance |

EDUCATION

Mumbai University, Mumbai/ India, 01/2007 - 06/2008
Bachelor: Commerce

PERSONAL DETAILS

Date of Birth: 09-09-1985 **Nationality:** India
Marital Status: Married

LANGUAGES

English: **Hindi:**
Urdu:

PERSONAL INFORMATION

- Passport Number: W5316298
- Date of birth: 09/09/85
- Nationality: India
- Marital status: Married

Driving LICENSE NO

63593089