

## WAREHOUSE IN CHARGE

**Contract Logistics Admin Specialist with over 2 years of experience in managing logistics contracts, order processing, and inventory coordination. Seeking to leverage expertise in contract administration and warehouse operations to excel as a Warehouse In charge. Dedicated to optimizing warehouse efficiency, ensuring inventory accuracy, and delivering exceptional customer service in a leadership role within the logistics industry**

### AREA OF EXPERIENCE

Warehouse Operations

Team Leadership and Supervision

Order Fulfillment and Distribution

Quality Control and Inspection

Safety and Compliance

Inventory Audits and Reporting

Process Improvement

Vendor and Supplier Management

Technology Utilization

Cross-functional Collaboration

### PROFILE SUMMARY

- Implement efficient inventory control strategies to optimize stock levels, minimize carrying costs, and ensure accurate stock records
- Manage all aspects of warehouse operations, including receiving, storing, picking, packing, and shipping of goods to meet customer demands
- Lead and supervise warehouse staff, assigning tasks, providing training, and ensuring compliance with safety protocols and operational procedures
- Maintain order fulfillment processes, prioritize shipments, and coordinate logistics to meet delivery schedules and customer expectations
- Implement quality assurance measures, conduct inspections, and enforce quality standards to ensure product integrity and customer satisfaction
- Coordinate with vendors and suppliers to ensure timely delivery of goods, resolve issues, and maintain strong relationships to support operational needs
- Utilize warehouse management systems (WMS) and other technology tools to track inventory, manage orders, and optimize warehouse layout and storage
- Collaborate with logistics, procurement, and customer service teams to facilitate smooth operations and address supply chain challenges
- Provide excellent customer service by responding to inquiries, resolving issues, and ensuring on-time delivery and accurate order fulfillment

### WORK EXPERIENCE

**Mar 2023 – Majid Al Futtaim (Carrefour), UAE | Contract, Admin – ( Logistics & Import)**

#### Job Profile:

- Manage the contract administration processes, including drafting, reviewing, and negotiating logistics contracts with customers and vendors
- Coordinate and process customer orders, ensuring timely delivery and accuracy of shipments according to contractual agreements. Monitor inventory levels, reconcile discrepancies, and maintain accurate records of stock movements within contract logistics facilities
- Serve as a primary point of contact for customers, addressing inquiries, resolving issues, and ensuring high levels of customer satisfaction
- Collaborate with vendors and third-party logistics providers (3PLs) to optimize supply chain activities and ensure compliance with contractual obligations
- Track key performance indicators (KPIs), prepare performance reports, and conduct regular reviews to identify areas for improvement and ensure contract compliance
- Implement quality control measures, conduct audits, and ensure adherence to industry standards, regulatory requirements, and contract terms
- Identify opportunities for process optimization, propose solutions, and collaborate with cross-functional teams to implement efficiency improvements and cost-saving measures
- Maintain accurate documentation, including contracts, shipping records, invoices, and compliance-related documents, to support audit and reporting requirements
- Stay updated with industry trends, best practices, and emerging technologies in contract logistics to enhance knowledge and skills in the field

## EDUCATION

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- B come, Nishitha Degree Collage (Nizamabad) Hyderabad. 2019

## TECHNICAL SKILLS

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- MS Office and MS Word

## PERSONAL DETAILS

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- Nationality: Indian
- Languages Known: English, Hindi, and Telugu