****

**Shaikh Mansoor Ibrahim**

Ras Al Khaimah - UAE  
**M:** 00971-55-8531427  
[**E:** mansoor\_shk74@hotmail.com](mailto:E: mansoor_shk74@hotmail.com)

**Career Overview**

Hard-working and responsible logistics professional with 21 years’ experience managing successful shipping, transportation, warehouses and storerooms. Team oriented and safety conscious, I am keen to apply my organizational skills to a dynamic warehouse, logistics, distribution or inventory team.

**Summary**

Hands-on experience of handling Import & Export to African countries, CIS Countries, Far East Asian Countries, MENA Region, Europe, American continents, Other Asian Countries.

.Dealing directly with Ministry of Foreign Affairs, Different Consulate offices, Ministry of Economy, Chambers, Ministry of Environment and Water, Customs and Different Municipality departments regarding import and export documentation, product registration, shipment clearance, sample approvals and other related jobs

Dealing directly with Vendors regarding new product requirements, price negotiations, shipment terms.

Finding new vendors, new shipping agents and working closely with finance department regarding costing of new products, cost reduction, etc.

Full knowledge of different Ministry requirements inside UAE regarding Import and Export documentation and procedures.

Handling the E-Commerce platform, working closely with sales & marketing team to execute the orders, coordinating with warehouse team for stock replishment and smooth deliveries.

**Education**

B. Sc. (Chemistry)

**Additional Qualification**

Diploma in Computer Applications from NIIT - Goa

**Key Skills and Characteristics**

**Substantial Warehouse Experience**  
Experience with container loading/unloading, receipt/dispatch, safe operation of forklifts, Inventory management and manual handling aids. I also train and supervise staff in these competencies. 

**Organizational and Time Management Skills**  
Experience managing inventory and coordination of orders and deliveries, with ability to prioritize conflicting demands. 

**Interpersonal Skills**  
Ability to create repo quickly and maintain positive business relationships with clients and staff, demonstrating dedication to a high standard of customer service. 

**Technical Skills**  
Knowledge of various computer programs and technologies to intermediate level including Microsoft Word/Excel/Access/Power Point, RF Scanners and financial management packages.

**VALID OMAN& UAE DRIVING LICENSE**

**L**icense Number: 67817673 (Oman) / 1689042 (UAE)

**C**omputer **Skills:** MS OFFICE - MS WORD, **M**S EXCEL,**F**OXPRO, ERP(ORACLE NETSUITE, SAP), WMS, NAVISION, VEHICLE TRACKING SYSTEM,WELL VERSED IN INTERNET & POWER POINT PRESENTATIONS.

**EXPERIENCE: (IN GULF)**

1. **Supply Chain Manager**

* Sept 07th 2022 till date

MINUTES QUICK SERVICES is 39 years old company in Retail Business for wide range of repairs and services.

The first Minutes branch opened in 1984 as a small shop in Wahda street in Sharjah, offering shoe repairs and key cutting services. The second branch open 10years later in City Centre Deira in 1995, offering a wide range of products and services such engraving, mobile repair and watch repair.

Over the following years, Minutes has expanded at a rapid pace, opening 32 branches and continuously increasing number of services – making it largest one stop repair shop for the customers in UAE.

**Job Profile:**

Handling procurement, warehouse, and logistics independently. Keeping track of logistics and updating the company's inventory. Analise operational performance and resolve issues. Also collaborate with vendors and suppliers to ensure all operations (e.g. shipping, delivery) meet quality and safety standards.

1. **Supply Chain Manager**

* May 2018 to April 2021
* Arabian Millennium Medical Trading (AMMT)

AMMT **is an** ISO 9001:2003 certified Medical trading company providing fully integrated solutions for the medical industry by offering a wide range of medical and rehabilitation supplies/equipment. It caters to the needs of the medical and hospital market by combining quality products and reliable standards with responsive and personalized after-sales service.

**Job Profile:**

**Overseeing and managing company's overall supply chain and logistics strategy and operations in order to maximize the process efficiency and productivity. Play a crucial role in developing and maintaining good relationships with vendors and distributors.**

* **Communication:** Communicate professionally with all national and international vendors based in China, Germany, Netherland, USA, India and Egypt via phone, email, face-to-face and videoconference interactions. Negotiate shipping prices and transportation arrangements with contracted providers. Maintain clear and consistent communication with suppliers, vendors, and shipping contacts throughout the procurement lifecycle. Proactively engage suppliers in identifying potential issues, resolutions and opportunities. Develop communication solutions that create value, decrease problems and preemptively solve consistent issues.
* **Planning and Analysis:** Develop and maintain various supply chain plans and strategies. This involves coordinating and overseeing sales operations and customers ordering pattern in order to forecast orders and meet customer demands. Optimize operational resources while executing cost reductions and inventory controls. Conduct monthly requirement and performance analyses to ensure that forecasts and schedules are aligned and integrated. Execute demand flow verification processes, engage in short- and long-term planning and conduct inventory analyses for warehouse utilization and manufacturing coordination. Keep updated about the Enterprise resource planning (ERP) solutions and warehouse management systems (WMS). Part of team assessing and approving funds for CapEx and OpEx.
* **Inventory Control:** Support growth objectives through the development of concise metrics and reporting functions. Responsible for conducting risk assessments on things like product perishability, supply trends, demand factors and at-risk product mitigation. Reduce product obsolescence through inventory reviews and re-balancing efforts. Must maintain a total cost perspective with a lean purchasing mindset. Must identify obsolescence drivers and effectively communicate solutions to third-party logistics providers. Generate daily, weekly and monthly reports to provide stakeholders with actionable data and insights regarding current stock levels by category and location.
* **Management:** Promote the design, development, and implementation of warehouse, distribution and logistics solutions. Manage labor costs, personnel productivity, inventory levels, data accuracy and stocking strategies. Measure and report on the effectiveness of departmental activities and operations. Create and maintain safety work instructions and standard operating procedures. Establish and adjust work procedures to meet warehouse demands, delivery schedules, established workflows and safety guidelines. Implement strategies to improve service quality, employee efficiency, equipment performance and interdepartmental communication.
* **Day to Day Operation:** Coordinate with local hospitals for daily deliveries, shipments and urgent requirements as per the cases for timely delivery.

1. **Shipping & Procurement Manager**

January 2011 till April 2018

AHMAD TEA LONDON FZ LLC – UAE

* **Ahmad Tea is an** ISO 9001:2015 certified [tea](https://en.wikipedia.org/wiki/Tea) company having HO in London, England. Company is having modern art production facility in Ras Al Khaimah. The company produces a range of tea bags, loose teas and gifts including [black tea](https://en.wikipedia.org/wiki/Black_tea), [green tea](https://en.wikipedia.org/wiki/Green_tea), [flavored teas](https://en.wikipedia.org/wiki/Tea_blending_and_additives), and [herbal teas](https://en.wikipedia.org/wiki/Herbal_tea). Ahmad Tea distributes to over 89 countries

**Job Profile:**

**Shipping**

* Handling independently Inbound and Outbound shipments.
* Coordinating with the suppliers and managing inbound shipments as per requirement of production and warehouse inventory level.
* Tracking the Import and Export shipments.
* Clearing the Import shipments within port and shipping lines free time to avoid any detention and demurrage charges.
* Overall management of Shipping and Procurement Department for timely deliveries and problem free operation.
* Coordinating and negotiating with shipping agent & transporters for best freight & transport rates for the company.
* Leading in-house shipping documentation team for timely clearance of shipments from Jebel Ali Customs, Dubai Municipality and other relevant government authorities. .
* Solving all the operational issues to have timely deliveries to the customers.
* Creating new resources for company to have better control on the logistics & Shipping cost.
* As face of company for dealing with all the government authorities and maintaining the best relationship for the benefit of company.
* Overlook the shipping & logistics activities in the department.
* Full expertise on Import / Export procedure. Have in depth knowledge of shipping documentation and government procedure related to customs and municipality.
* Handle company export to 89 countries and Import from 21 countries.
* Handle company purchase for Overseas & Local, directly coordinating with suppliers, negotiating process with suppliers, creating new resources in vendors.
* Overall responsible for Supply Chain of company.

**Procurement**

* Devise and use fruitful sourcing strategies
* Discover profitable suppliers and initiate business and organization partnerships
* Negotiate with external vendors to secure advantageous terms
* Approve the ordering of necessary goods and services
* Finalize purchase details of orders and deliveries
* Examine and test existing contracts
* Track and report key functional metrics to reduce expenses and improve effectiveness
* Collaborate with key persons to ensure clarity of the specifications and expectations of the company
* Foresee alterations in the comparative negotiating ability of suppliers and clients
* Expect unfavorable events through analysis of data and prepare control strategies
* Perform risk management for supply contracts and agreements
* Control spend and build a culture of long-term saving on procurement costs

**Key Achievements:**

* Within 1 year from joining the company brought down logistics cost and made shipping & logistics department as a profit center by implementing different means of cost cutting and renegotiating transport & freight rates.
* Created new transporter and freight agent base for the company.
* Successfully changed the 3rd party certification body which help company to make huge saving on certification cost.
* Created new relationship for company with UAE government offices and Jebel Ali Port authorities.
* Successfully lead the team as an MR for HALAL certification for the company.
* Part of successful team for companies HACCP& ISO certification.
* Full knowledge of DG handling and storage.
* Part of companies’ food, internal audit and environment committee.
* Always involved in companies all cost saving initiatives.
* Created new Overseas & Local suppliers base for company with better prices and without compromising on product quality.
* Manager of Ahmad Tea cricket team.

1. **Logistics & Warehouse Manager**

**OCT. 2007 TILL JUNE 2010**

**MODERN OMAN BAKERY L.L.C. (SWITZ)**

**A Multinational Deals in Bakery Products in Gulf. Holding Largest Distribution chain in Oman. Operating 9Depots & 56 Retail Counters in Oman. Supplying more than 450 quality products in Oman. Quality consumer goods move all over Oman through fleet of 185Delivery Vehicles.**

**Achievements:**

* Leading and Managing team of more than 65 People & 9 Depots in Logistic &Material Department (Warehouse Management) independently.
* Managing zero stock loses with proper control system.
* Plans and organized the warehouse for maximum use and efficiency
* Ensures that there is adequate supply of materials available. Orders, receives, inspects and stocks
* Leading OPC (Order Processing Cell) department.
* Handling Import and Export of materials (By road and sea).
* Handling documentations for Export (i.e. Dealing with shipping companies, Ministries, etc.).
* Dealing with overseas clients.
* Handling health and quality issue with Baladiya (Municipality).
* Handling procurement.
* Look out and create new supplier base and negotiating with them for price efficiency and profitability.
* Working on generating new resources to supply raw material and new finish products (bakery).
* Keep stock control systems up to date and plans future capacity requirements.
* Ensures the health, safety, cleanness and security of the work environment.
* Monitoring safety, product quality, productivity, waste management.
* Ensuring all inventory assets are safe guarded from destruction, damage or failure.
* Generating and analyzing all inventory related reports.
* Dealing with 3rd party logistic companies.

1. **STORE IN-CHARGE / WAREHOUSE MANAGER**

**SEPT. 2003 To SEPT. 2007**

**UNIKAI** & **COMPANY LLC (OMAN)**

**A Multinational Deals in Dairy/Ice cream/UHT in Gulf. Head office in Dubai.**

**Holding Largest Distribution chain in Oman and U.A.E. Operating 7 branches in Oman. Supplying more than 400 quality products in both U.A.E and Oman. Quality consumer goods move all over U.A.E and Oman through fleet of 400Delivery Vehicles.**

**Achievements:**

* Keeping track of stock received and issued from the company stores
* Handling Stores independently in branches
* Handling Import paper works getting permission from ministry of Import goods
* Assisting Operation Manager
* Handle customer’s queries effectively and efficiently.
* Visit different areas of Oman for customer Confirmation along with the team.
* Provide all necessary assistance to sales supervisors.
* Troubleshooting & solving problems of office & at spot about price, scheme & discounts.
* Proper communication to remove the gap between sales & accounts.

**E**XPERIENCE: **(IN INDIA)**

1. **SALES COORDINATOR / ACCT. ASSISTANT/ OPERATION CUM ADMIN ASSISTANT DEC. 2000 To MAY 2003 AT CYMBIONIC MKTG. PVT. LTD**
2. **ACCT. ASSISTANT / CASHIER OCT. 1997 To MARCH 1999 at JJ SONS**
3. **ACCT. ASSISTANT / CASHIER MARCH 1995 To SEPT. 1997 at Super Motors**

**Personal Information**



**Address in India**

Flat no. : G-2,

Block – B, Ground Floor,

Prabhu Garden,

Khorlim – Mapusa,

Goa - India.

**Date Of Birth**

31St March 1974

**Passport Number**

N1426126

**Passport Issue Date**

07th Sept 2015

**Passport Expiry Date**

06th Sept 2025

**Passport Issue Place**

Dubai – UAE

**Marital Status**

Married

**Languages Known**

English, Hindi, Urdu, Marathi, Konkani &Arabic

**Hobbies**

Cricket, Reading, Travelling, Music

**Waiting For Your Reply**

**Leading To Future Leap.**

**SHAIKH MANSOOR IBRAHIM**