



# MOHAMED ILLIYAS

SUPERVISOR / CO-ORDINATOR



DUBAI – UNITED ARAB EMIRATES



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## ABOUT ME

Highly motivated Supervisor / Co-ordinator with a proven record of accomplishment of optimizing operations and enhancing efficiency. Skilled in inventory management, team leadership, and process improvement. I am seeking a challenging position where I can utilize my strong organizational skills and expertise to contribute to the success of a dynamic organization.

## EDUCATIONAL QUALIFICATION

- **Master of Business Administration (MBA)** from Alagappa University, India. (2012-2014)
- **Bachelor of Science in Electronics (B.Sc.)** from Annamalai University, India. (2003 – 2006)

## IT CERTIFICATIONS/COURSES

- **Higher Diploma in Computer Application (HDCA)** from Tamilnadu Software Technology, India. (2004)
- **Certificate in Computer Hardware Engineer (C.C.H/W.E.)** from Aartis Compucare Engineers, India. (2005)
- **SAP ERP Logistics Overview** certified from Alison Empower Training & Development Center (Online) – Ireland (2023)
- **International Standardized Organization (ISO 9001:2008) Awareness Training Course** Certified

## PROFESSIONAL EXPERIENCE

Organization : DUTCO TENNANT LLC.  
 Designation : Warehouse Supervisor  
 (Water Treatment Chemicals, Solids, Pumps & Valves)  
 Duration : March 2016 to Present  
 Location : Dubai, UAE



## KEY PERFORMANCE INDICATORS (KPIs)

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching, and ensuring the quality of goods.
- Overseeing shipment loading and unloading, handling day-to-day operations for the warehouse, and creating shipment schedules
- Measure and report the effectiveness of warehousing activities and employee performance.
- Organize and maintain inventory and storage areas.
- Ensure shipments' and inventory transactions' accuracy.
- Communicate job expectations and coach employees.
- Determine staffing levels and assign workloads.
- Interface with customers to answer questions or solve problems.
- Maintain item records, document necessary information, and utilize reports to project warehouse status.
- Identify areas for improvement and establish innovative or adjust existing work procedures and practices. Confer and coordinate activities with other departments.

Organization : BATEEL INTERNATIONAL WLL.  
 ALMOAYED GENERAL WLL.  
 Designation : Sr. Storekeeper  
 (Fast Moving Consumer Goods (FMCG))  
 Duration : August 2010 to Jun 2015  
 Location : Manama, Kingdom of Bahrain



Organization : AL DIYAFAH FOODSTUFF LLC.  
 Designation : Storekeeper  
 (Fast Moving Consumer Goods (FMCG))  
 Duration : March 2008 – July 2010  
 Location : Dubai, UAE.



## KEY PERFORMANCE INDICATORS (KPIs)

- Oversaw all daily warehouse, Fleet and Logistics operations, including inventory management, order fulfilment, and shipping, resulting in an increase in efficiency and accuracy.
- MEP, FMCG, fertilizer, pesticide, soluble, granular, water treatment chemicals, solids, water pumps, and valve materials are all handled.

by TUV NORD from Kingdom of Bahrain.

- International Standardized Organization (ISO 9001:2008) Internal Auditor Training Course Certified by TUV NORD from Kingdom of Bahrain

### PERSONAL STRENGTHS & SKILLS

- ✓ Strong organizational, analytical
- ✓ Multi-tasking skills
- ✓ Quickly adapting to new surroundings.
- ✓ Good interpersonal skills.
- ✓ Strong Team leadership
- ✓ Good communication skills.
- ✓ Excellent oral and written skills
- ✓ Inventory management
- ✓ Safety protocols
- ✓ Warehouse operations
- ✓ Order Fulfilment
- ✓ Problem-solving

### COMPUTER SKILLS

- ✓ Microsoft Office
- ✓ Microsoft Dynamics 365
- ✓ Office Outlook 365
- ✓ SAP - ERP

### LANGUAGES

- English
- Tamil
- Hindi
- Malayalam

### PERSONAL INFORMATION

- DOB : DEC 1985
- Sex : Male
- Nationality : Indian
- Visa Status : UAE Resident Visa

### DRIVING LICENCE

- ✓ United Arab Emirates
- ✓ Kingdom of Bahrain
- ✓ India

### DECLARATION

I declare with solemnity that the details provided by me are true to the best of my knowledge.

- Trained and mentored a team of warehouse associates, improving their productivity through effective coaching and performance management techniques.
- Vehicle arrangement to transfer the goods to the customer site.
- Strictly follow up on the FIFO (first in and first out) if needed.
- Establish and maintain inventory control systems for all the raw and finished materials.
- Implemented safety protocols and conducted regular audits to ensure compliance regulations, resulting in zero workplace accidents and a 100% safety record.
- Collaborated with cross-functional teams to optimize warehouse layout and processes, reducing order fulfilment time, and increasing overall customer satisfaction.
- Manage the warehouse staff, including laborers, storekeepers, drivers, and forklift operators.
- Maintain stock levels for each item and prepare spare or standby stock, especially for the "fast-moving" stocks.
- Perform a monthly stock take and resolve discrepancies with the system record (if any). Prepare the monthly overall report including Inventory, Fleet management and report it to the Operation manager.
- Good relationships with customers and suppliers.

Organization : BIMBAM MEDIA STUDIO  
Designation : Office Admin  
Duration : April 2004 – November 2007  
Location : Thanjavur – India



### KEY PERFORMANCE INDICATORS (KPIs)

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy.
- Manage agendas, travel plans, and appointments for upper management.
- Manage emails, letters, packages, phone calls, and other forms of correspondence.
- Support bookkeeping and budgeting procedures for the company.
- Create and update databases and records for financial information, personnel, and other data.
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures.
- Submit reports and prepare proposals and presentations as needed.

### IT CERTIFICATIONS/TRAINING

- **Chemical Storage & Handling safety Officer** certified from Safe Green Occupational Safety Training – Dubai / United Arab Emirates.
- **International Highfields First Aid Level 2** – certified from (Highfields Qualification – United Kingdom) Safe Green Occupational Safety Training – Dubai / United Arab Emirates.
- **Fire Warden Level 2** certified from Conquer Training & Development Center – Dubai / United Arab Emirates.