

# NIKESH SIWAKOTI

Central Administrative at Alshaya International Company

## EXECUTIVE SUMMARY

As a seasoned Central Administrative professional, I excel in managing intricate tasks and fostering organizational advancement. With expertise in administrative protocols and organizational prowess, I elevate performance consistently. Additionally, in roles like Warehouse Supervisor, I oversee efficient operations, manage inventory, ensure safety compliance, and lead teams to meet production targets. My ability to streamline processes and communicate effectively drives success in every endeavor. Experienced Logistics Warehouse Supervisor with over 3 years of experience in managing warehouse operations, supervising staff, and optimizing logistics processes. Proven track record of improving efficiency, reducing costs, and ensuring compliance with safety regulations.

## Professional Experience

### CENTRAL ADMINISTRATIVE & COORDINATOR

10/2022 - Present

*Alshaya International Company, National Industrial Park  
United Arab Emirates*

- Coaching new employees on administrative procedures, policies, and standards.
- Daily coordinating with payroll, HR, and internal department teams about employees Visa Renewal, EID Issuance, Booking Medical Appointment etc.
- Distributing a Uniform to all employee's and keeping update the record in timely manner.
- Ordering the Stationary & Consumables item base on monthly consumption.
- Keeping updating overall employee details data and required documents for future needs.

### BRAND ADMINISTRATIVE AND COORDINATOR

11/2019 - 10/2022

*Brand Solution Project at Alshaya Group Company, Jebel Ali – UAE*

- Managed the company or project's brand presentation across all marketing channels and materials.
- Developed brand guidelines and standards for consistent representation.
- Designed and approved marketing campaigns to align with brand identity.
- Monitored brand performance metrics to assess effectiveness.
- *Managed the brand's online presence to ensure coherence and relevance.*

### CARGO WAREHOUSE OPERATIVES

01/2018 - 10/2019

*Dulsco Management Company, Dubai - UAE*

- Unloaded deliveries from vehicles, unpacked goods, and stored contents.
- Followed Occupational Health & Safety (OHS) procedures.
- Operated forklifts to move stock, including lifting, placing, and removing items in elevated areas.
- Utilized manual and electronic order-picking tools and machines for efficient inventory handling.

### LOGISTICS WAREHOUSE SUPERVISOR

02/2015 – 02/2017

*Mega Hyper Panda Market, Yanbu-KSA*

- Lead and supervise a team of 20 warehouse staff, ensuring efficient operations and meeting daily targets.
- Managed inventory control, reducing discrepancies by 15% through



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Al Barsha-1, Dubai



Passport No- 08434627



Date of Birth: 09-Sep-1990



Nationality: Nepalese

### LANGUAGE

English – Fluent

Arabic - Basic

Hindi - Expert

Nepali - Expert

### EXPERTISE

Inventory Management

Supply Chain Optimization

Warehouse Operations

Transportation Management

Data Analysis

Leadership Skills

Communication

Outlooks Users

Customer Service

Problem Solving

Administrative Supportive

Inbound & Outbound Process

Warehouse Management System

System, Applications and Product

Oracle, FMCG & Manhattan ILS

Sprinter Bio-metric System



implementing systematic checks.

- Coordinated logistics and distribution activities, optimizing route planning, and reducing delivery times by 10%.
- Ensured compliance with safety regulations, conducting regular training sessions and inspections.
- Implemented process improvements that increased warehouse efficiency by 20%.
- Utilized SAP software for tracking and managing inventory, orders, and shipments.

## LOGISTICS WAREHOUSE TEAM LEADER

04/2013 – 12/2014

*Mega Hyper Panda Market, Yanbu-KSA*

- Supervised a team of 15 warehouse staff, ensuring efficient operations and achieving performance targets.
- Managed daily warehouse activities, including receiving, storing, and shipping goods.
- Implemented inventory control procedures, reducing stock discrepancies by 12%.
- Coordinated logistics and distribution, optimizing routes, and reducing delivery times by 8%.
- Ensured compliance with safety regulations, conducting regular training and inspections.
- Led process improvement initiatives that increased efficiency and reduced costs.
- Utilized WMS software for managing inventory, orders, and shipments.

## Education Background

### Bachelor's Degree in Business Studies

01/2010 – 12/2012

Saraswati Multiple University, Lekhnath Marg, Kathmandu

## Awards & Achievements

### Basic Food Safety Training

Jan-2024

Completed the training with a certificate.

### Cybersecurity Annual Mandatory Awareness Training

Jun-2024

Completed the training with a certificate.

### Employee of the Month

Jun-2024

Won the "Best Employee Award in 2024"

### WMS & SAP Online Learning

Jan-2023

Completed the Online Learning Course

### Employee of the Month

Jan-2015

Achievements of 20% Increase Sales of Non-food Item

### MS Office Advance Course

Jan-2012

Word, Excel, Outlook, PowerPoint, One note, Access