RAJESH RAJA

Contact

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Languages

- Tamil
- English
- Hindi (conversational)
- Malayalam (Conversational)

Personal Details

DOB: 03/07/1987

Nationality:Indian
Religion:Hinduism
Sex: Male

Passport No: V8777479 Residency
Status: Visiting Visa

Driving License Details

License: Light Vehicle (Manual)

Summary

Supervising warehouse staff and daily activities. Manages inventory tracking system to record deliveries, shipments, and stock levels. Evaluates deliveries, shipments, and product levels to improve inventory control procedures. Analyzes daily product and supply levels to anticipate inventory problems and shortages.

Skill Highlights

- Supervision
- Product knowledge
- Team Management
- Data Analysis
- Logistic skill

Experience

Warehouse and Logistics Supervisor

July -2024 to present

> **Al Wholesale-Dubai**

- **Managed the day-to-day operations of the warehouse facility, overseeing receiving, storage, picking, packing, and shipping processes**
- **Inventory control procedures, training and supervising warehouse staff over managed 40+, and ensuring compliance with safety regulations and company policies**
- **Tracking PO in the Zoho Inventory System which received shipments (In-house warehouse & outsource warehouse).**
- **Responsible for upcoming shipments coordinated with Logistics Dept.**
- **Coordinate and oversee the transportation and delivery of goods in a timely and cost effective manner.**
- **Collaborate with supplier,driver and vendors to ensure on-time deliveries.**
- **Generate and prepare regular reports on logistics performance and metrics.**
- **Maintain Inventory Stock Level (daily sale movement/Draft/unbilled invoice/sale updating)**
- **Responsible to maintain received shipments documents (In-house warehouse/outsource warehouse).**
- **Well Experience ERP System.**
- **Maintain Well-Organized and clean Storage Space, ensure easy to access product and material.**

Warehouse (Supervisor &Storekeeper)

June2022 to July-2024.

> **SWITCH FOODSTUFF TRADING - AJMAN UAE**

❖ **Supervisor/Inventory controller**
- **Managed the day-to-day operations of the warehouse facility, overseeing receiving, storage, picking, packing, and shipping processes.**
- **Ensured timely dispatch of 50+ daily customer delivery orders.**

Technical Competency

- MS word
- MS Excel
- Oracle JD Edward 9.1(ERP)
- FACTS (ERP)
- ZOHO INVENTORY(ERP)

- Inventory control procedures, training and supervising warehouse staff over managed 40+, and ensuring compliance with safety regulations and company policies
- Monitoring inventory levels and conducting regular audits to ensure accuracy.
- Coordinate and manage inventory control procedures to minimize losses and discrepances.
- Oversee the receiving, storage and dispatching of products (3PL&AJEEB Own brand in switch foodstuff trading).
- Tracking the progress of shipments (Import & Exports).
- Coordinated with transportation providers to ensure timely delivery of goods to customers while minimizing costs.
- Monitor and manage third-party warehouse inventory almost 3000 pallets and 650 pallets AJEEB Own brand.
- Apply appropriate storage methods to ensure product safety and quality.
- Maintain comprehensive records of all incoming and outgoing shipments, including receipts, invoices, and shipping documents.
- Monitor stock levels to prevent overstocking or stock-outs and notify the Warehouse Manager when reordering is necessary.
- Assist in the maintenance and upkeep of warehouse equipment, such as forklifts, pallet jacks, and storage racks

❖ Storekeeper

- Receive incoming goods and materials and verify their accuracy against packing lists or purchase orders (AJEEB Own brand).
- Handle returns, exchanges and refunds efficiently and according to company policies.
- Handling almost 1000pallets with 68 Sku of AJEEB.
- Inspect items for any damage or discrepancies and report any issues to the Warehouse Manager.
- Safely store items in designated areas within the warehouse or storage facility.
- Maintain a well-organized and clean storage space, ensuring easy access to products and materials.
- Keep accurate records of inventory levels and update inventory databases or systems.
- Prepare items for dispatch, ensuring they are properly packed and labeled.
- Assist in loading and unloading trucks or vehicles for delivery and receipt of goods.
- Report any safety concerns or violations to the Warehouse Manager.

Inventory controller & Storekeeper - June-2013 to June-2022

➢ M/s: Al Maya Group LLC- Dubai UAE

❖ Inventory Controller….

- Make reports of local purchase orders
- Submit all reports to the Manager.
- Make SMKT Use, Damage/Wastage and Expiry items reports for every month.
- Make monthly Department/Sub-Department wise sale & Stock report.
- Make Supplier wise Stock Report (Day and weekly and Monthly)
- Monitoring and maintaining current inventory levels and reconciling stock counts to computer reports.
- Maintain Inventory – record keeping and manage all documentation to confirm proper stock levels and no discrepancy between actual and system stock levels.

- **Spot checking and visiting stores for some investigation with inventory discrepancies.**
- **Make Supplier Item Wise Old Stock, Non-Moving Items report.**
- **Keeping an eye on the SMKT purchase.**
- **Documents keeping & controlling.**
- **Preparing monthly business review & submitting to the management.**

❖ Store Keeper….

- ➢ **Maintain receipts, records, and withdrawals of the stockroom.**
- ➢ **Rotate stock and coordinate the disposal of surpluses.**
- ➢ **record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.**
- ➢ **Physical checking regarding (damage, discrepancies)**
- ➢ **Direct responsibility for the manual & systematic issues online requests to end users & inventory stock levels.**
- ➢ **Responsible for completing all the transactions in the system.**
- ➢ **The store is kept clean and organized.**

Education

Master of Computer Applications (MCA) Degree- VelTech Multitech Dr.Rangarajan Dr.Sakunthala Engineering College - Anna University- Chennai

Warm Regards,
Rajesh Raja