

**Antony George**

P.O. Box 751, Dubai – UAE

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| **WareHouse Manager & Administration Officer** |
| Competent professional with 27 years of progressive experience in DUBAI within diversified industries **in Warehouse Managment, Import/Export, Human Resources, Accounts and Office Administration.** Displayed ability to work independently even under pressure, multitask on several assignments, and meet strict deadlines. Strategic thinker and committed team leader and quick leaner with excellent communication, analytical, organizational, coordination, problem solving and time management skills. Presently seeks an executive work profile in any industry to utilize gained experience and skills. |
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| **KEY SKILLS:** |
| * Quick learner with keen interest in new challenges
 | * Self-motivated, highly adaptable and efficient
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| * Hardworking, committed to quality work standards
* Effective Leadership, communication and coordinating skills
* High Problem-Sloving skills
 | * Flexible and having a cheerful “can do” attitude
* Confident and professional in Intraction with Individuals al all level
* Capable of analyzing situations or problems weighing the pros and cons
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| **PROFESSIONAL EXPERIENCE** |
| WareHouse Manager M/s. Romario Sports LLC, Dubai, UAE  | May 2022 – Jan 2024 |
| WareHouse Manager M/s. Al Khayam Exhibition LLC, Dubai, UAE | Jan 2006 – Apr 2022 |
| Office Administration M/s. Sana Fashions LLC, Dubai, UAE | Nov 1996 – Apr 2005 |
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| **PROVEN JOB ROLE****M/s. Romario Sports LLC, Dubai, UAE****Company Profile : Based in Dubai, UAE. Is one of the leading supplier and stores in sports apparel, footwear and equipments in middle-east. Romario Sports is the authorized distributor for the leading International Brand UHL,****Adidas, Nike, Reebok,Under armour etc.** * Handling Shipping Documents of Adidas Apparel, Footwear, Sportswear and Sports Equipment.
* Handling Exports, Imports and Re-export documents of Adidas Apparel, Footwear, Sportswear and Sports Equipments.
* Handling stock Inventory, Import/Export Invoices, Maintaing the stock as per daily sales, receipts and dispatches of Adidas Products.
* Verification of Quantity/Prices Invoice as per our confirmed orders of Adidas Products .
* Collection of Delivery Orders, Arranging Documents and getting it cleared from Customs and Dubai Port Authorities of Adidas Products.
* Produce reports and statistics regularly (IN/OUT status report, dead stock report etc).
* Supervising the warehouse maintenance work.
* Preparing Monthly Inventory stock report of Adidas Products.

**M/s. AL Khayam Exhibition LLC, Dubai, UAE****Company Profile : Established in 1957, based in Dubai, UAE. Is one of the leading suppliers of luggage products to retailers around the world and the middle-east agent of EMINENT Brand. We are the largest stockholders of travelling goods in Asia with over 900 luggage items to choose from.**  |
| * Handling Shipping documents.
* Handling Exports, Imports and Re-export documents.
* Checking the supplier Invoices with the orders/sales confirmation notes.
* Collection of delivery orders, arranging documents and getting it cleared from Customs and Dubai Port Authorities.
* Handling stock Inventory, Import/Export Invoices, Pricing, Maintaining the stock as per daily sales, receipts and dispatches .
* Handling transportation, drivers and up to date maintenance of vehicles, registration and insurance etc.
* Arranging import / export shipments through the reasonable shipping companies, preparing customs documentation etc.
* Produce reports
* Local supplier's payments through cheques / cash depending upon the terms of payment.
* Monitoring outstanding payments and sending statement of account to the customers for the timely payments / receivables. And statistics regularly (IN/OUT status report, dead stock reports etc).
* Supervising the warehouse maintenance work.
* Attending meetings with the shipping company agents.
* Assisting HR department for employee's monthly payments and immigration work etc. Preparing staff reports etc.
* Handling transportation department (Internal & External) i.e. for LCL shipments and FCL shipments.

**M/s. Sana Fashions LLC, Dubai, UAE****Company Profile : Based in Dubai, UAE, It bring the best in Exclusive designer wear from the Asia subcontinent. Chain of fashion stores across the Middle-east, deals in in-house brands, as well as international brands. Sana Fashions is the authorized distributor for the leading international brand ZEUS.*** Shipping Documents Clearing.
* Bank Documents Clearing.
* Controlling Cash Flow.
* Preparation of Bank Payment Vouchers and Cheques.
* Preparing Purchase Expenses.
* Handling Shipping Department – Shipping by Sea & Air fright.
* Bank Reconciliations.
* Cash Flow Reconciliations.
* Sales Analysis.
* Bank Laision.
* Preparing Staff Reports etc.
* General Office Administration.

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| **QUALIFICATIONS**  |
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| **Bachelor Degree in Arts (Economics),** Mahatma Gandhi University, Kerala, India |  |
| **Computer Skills & Courses**: Extensive knowledge and experience of Microsoft applications such as Windows Vista, Windows 7, Office Applications (Word, Excel, Power Point etc). |
| **PERSONAL DETAILS** |
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| Nationality | : | Indian |
| Date of Birth  | :  | 25.04.1971 |
| Marital Status | : | Married |
| Passport Expiry | : | April 2034 |
| Visa Status  | :  | Visit Visa  |
| Driving License  | : | Valid UAE driving license & Indian driving license |
| Languages | : | English, Hindi, Malayalam & Tamil  |
| **DECLARATION** |
| I hereby declare that the above information is complete and accurate to the best of my knowledge. |
| (Reference can be provided upon request) **Antony George** **Dubai** |
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