



RUDRA UPERKOTI

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Contact : 0504688296 / 0525965802

Current Location : Deira - Dubai UAE

About:

Bachelor of commerce in business, 7 years of experience in warehouse management, logistic/ Supply Chain management and facility, E-commerce, Fleet management & customer service.

A multi-skilled, hardworking and efficient Logistic Coordinator with a proven track record of ensuring the smooth functioning and running of all warehouse concerns activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material stock management techniques and inventory control methods and procedures. Now looking for a suitable position wait a company which offers genuine room for progression and where I can make a significant contribution.

Personal Details :

Name : Rudra Uperkoti

Nationality : Nepal

DOB : 02 Oct 1989

Martial Status : Married

Visa status : Employment Visa

Skills

- Microsoft Excel
- Easy WPS
- Photoshop /Coral Draw
- Microsoft Office
- Logistic Management
- Distribution Handling
- Fleet Management
- Customer Service
- Team Management
- Motivation
- LMS
- Problem solving
- Work under pressure
- Auditing
- Inventory Management
- Documentation
- Inbound & outbound
- Time management & Flexibility

Work Experience

SENIOR LOGISTIC ASSOCIATE - (From 2020 to Present)

NOON E-commerce - Dubai UAE



Warehouse & Logistics Operation

- Develop logistics and warehousing plans for existing operations.
- Directed and supervised staff plus subordinates in daily administration and operations conduct daily staff briefing to discuss matters related to the shift performance and new instructions.
- Generate daily warehouse operational reports of PDDs SDD shipments, related to shift performance, task accomplishment and shift KPIs, investigate underling reasons for any deviation and discuss with the warehouse Manager for necessary corrective action and improvements.
- Organize and rotate the stock of products on warehouse shelves by sorting, segregation, staging and put away.
- Arranging shipment after all the VMS process & communicating for the freight forwarding companies Ex (**DHL,SAMSA,IMILE,POSTA Plus, Aramex**) for international Destination.
- Identify, plan and manage special logistics and warehousing operations ensure that accurate and complete accounting, reporting and internal control systems and functioning and that all relevant records are maintained.
- Track each consignment & FMCG as it moves from its origin to its destination and monitors the entire process.
- Dispatching shipments to sub hubs warehouse's and other noon facilities (B2B & B2C) and creating per-alert emails & follow-up till shipments reach to their destination or are delivered to customer
- Control and monitor inbound, outbound, and reverse logistics RTO,RTC & RTV shipments.
- Monitoring Noon communication channels, emails, team and Whats App groups with managers shipping coordinator vendors, drivers delivery associate & bike riders.
- Handling damaged, expired items and non-usable cases, generating mail for NDR requests and returning the same to their origin or liquidation accordingly.
- Handle inquiries or compliance issues in relation to shipping or transportation matters.

Fleet Management & customer Service :

- Vendor management + Planning the roaster for daily changes in the operations & Briefing the team on daily basis changes in plan, operation behaviour, appearance, professionalism, presentational etc
- Monitoring Delivery Associate & Rider to improve Performance and Complete the task in the given time.
- Assisting Deliver Associate & Rider for VIP order, non contact order, Locker shipment and updating the changes of location by customer.
- Generating performance reports per hours of DA & Rider. Tracking each performance,Push & guide them to complete the task.
- Auditing the appearance and behaviors via on the ground visits & Inspecting the vehicles condition and sort out the discrepancy.
- Complaint management of customer verifying the genuine and solving the problem.

Language :

- ❖ Nepali
- ❖ English
- ❖ Hindi
- ❖ Urdu
- ❖ Basic Arabic

HOBBIES

- ❖ Photography
- ❖ Reading
- ❖ Playing Football
- ❖ Snooker
- ❖ Travelling
- ❖ Communicating with
Different Nation person.

Warehouse & Logistics Assistant - (From 2018 to 2020) - 2 years+

Transcorp International Logistics - Dubai UAE

- Update /Maintain shipping and receiving database.
- Organize and maintain inventory and storage area
- Receives documentation from equipment and material suppliers.
- Check the quality of all materials received in the warehouse and cross references it with the order quantity as detailed in the requisition form.
- Organizes, Loads, and delivers materials to the correct location in the warehouse.
- Supervises the processing of all the requisitions and requests for proper invoicing according to warehouse codes.
- Operates and monitors the warehouses automated inventory management systems, enters data, updates information and reviews entries for errors.
- Evaluated the quality of raw materials that were delivered by accredited suppliers and vendors to the warehouses.
- Received and reviewed all documents from suppliers, made sure all orders are in order.
- Sorting, segregation and label printing.
- Stock counting, Stack and organize large bulk items
- Ensure the workspace is free of debris and remove safety hazards from aisles
- Work as an active team member to complete team goals.

DISKTOP & GRAPHIC DESIGNING - (2011 to 2016)

Krishna Photo Studio & Designing - Nepal

- Typing, Taking Picture, Designing company Logo, Cards, Banner, ID card and assisting architects of creating beautiful art, make beguiling and arresting images.
- Photo printing & Framing.

QUALIFICATION :

- Bachelor's in Commerce Business from Amity College - Nepal
- +2 Intermediate from British Gurkha Higher Secondary School - Nepal
- SLC class 10 from East Horizon English Boarding School - Nepal

CERTIFICATE AND REWARDS:

- ❖ RNR certificate awarded from NOON 2021 - Dubai UAE
- ❖ Certificate of Appreciation given by International Humanitarian City Community Dubai UAE

DECLARATION :

All the details provided above are genuine to the best of my belief and Knowledge. I hereby declare that the above particulars of facts and information stated are correct to the best of my knowledge.