

# SJO JOHN

## WAREHOUSE MANAGER

Oversees warehouse operations to meet continuous internal and customer needs. Well-coordinated and decisive leader with expertise in program management, team building and performance optimization. Solid history of success in developing and maintaining best practices for successful high-volume fulfillment and supply chain management.

### Work History

2021-11 2024-04	-	<b>Warehouse Manager</b> <i>Montana General Trading, Dubai, United Arab Emirates</i> <ul style="list-style-type: none"><li>Managed daily warehouse operations, including receiving, storing, and shipping goods to ensure smooth workflow and timely deliveries.</li><li>Supervised a team of warehouse staff, providing training, performance evaluations, and fostering a collaborative work environment.</li><li>Developed and implemented efficient inventory management systems to maintain optimal stock levels and minimize discrepancies.</li><li>Coordinated with procurement and sales departments to ensure accurate order fulfillment and stock replenishment.</li><li>Oversaw the loading and unloading of goods, ensuring proper handling and adherence to safety regulations.</li><li>Conducted regular inventory audits and cycle counts to verify stock accuracy and identify variances.</li><li>Monitored and maintained warehouse equipment and machinery, scheduling regular maintenance and repairs.</li><li>Managed budget and controlled costs related to warehouse operations, including labor, materials, and equipment.</li><li>Collaborated with logistics providers and transportation companies to coordinate efficient delivery schedules and routes.</li><li>Implemented quality control procedures to ensure the integrity and condition of incoming and outgoing goods.</li><li>Resolved any issues related to inventory discrepancies, damaged goods, or delivery delays in a timely and effective manner.</li><li>Prepared and analyzed warehouse performance reports, identifying areas for improvement and implementing corrective actions.</li></ul>
2020-08 2021-11	-	<b>Logistic Manager</b> <i>Landline General Trading, Dubai, United Arab Emirates</i> <ul style="list-style-type: none"><li>Managed end-to-end logistics operations, including transportation, warehousing, and distribution, ensuring timely and cost-effective delivery of goods.</li><li>Coordinated with suppliers, vendors, and carriers to negotiate contracts, rates, and delivery schedules.</li><li>Oversaw inventory management, including stock levels, reorder points, and demand forecasting to prevent</li></ul>



### Contact

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### Skills

- Contract Negotiation
- Space Planning
- Inventory Management
- Floor Space Maximization
- Production Planning
- Logistics Management
- Employee Scheduling
- Cost Reduction
- Vendor Relationship Management
- Workforce Management
- Facility Security
- Workflow Coordination
- Route Optimization
- Budget Management
- Loading and unloading
- Equipment Maintenance
- Shipping and receiving
- Heavy Lifting
- Safety standards
- Supplies inventory
- Policy Development
- Conflict Resolution

		<p>shortages and excess inventory.</p> <ul style="list-style-type: none"> <li>Monitored and evaluated logistics performance metrics, implementing process improvements to enhance service levels and operational efficiency.</li> <li>Led a team of logistics staff, providing training, performance evaluations, and fostering a collaborative work environment.</li> <li>Developed and maintained strong relationships with key stakeholders, including suppliers, carriers, and customers.</li> <li>Conducted risk assessments and developed contingency plans to mitigate potential disruptions in the supply chain.</li> <li>Analyzed and optimized transportation routes to reduce transit times and transportation costs.</li> <li>Prepared and presented logistics performance reports to senior management, highlighting key metrics and improvement initiatives.</li> </ul>
2010-06 2020-08	-	<p><b>Warehouse Manager</b></p> <p><i>Safarigroup of Companies, Dubai, United Arab Emirates</i></p> <ul style="list-style-type: none"> <li>Maintained a safe work environment by enforcing strict adherence to OSHA guidelines and company policies.</li> <li>Communicated regularly with cross-functional teams to improve coordination between departments.</li> <li>Facilitated smooth expansion of warehouse space to accommodate business growth, overseeing construction projects and integration of new systems.</li> <li>Collaborated closely with sales department to address any issues related to product availability or shipment delays.</li> <li>Managed relationships with external partners such as suppliers, ensuring timely deliveries while minimizing disruptions in supply chain operations.</li> <li>Identified opportunities for cost savings in procurement, renegotiating supplier contracts or seeking alternative sources when necessary.</li> <li>Increased warehouse efficiency by implementing new inventory management systems and procedures.</li> <li>Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.</li> <li>Boosted warehouse operations performance by overseeing dispatching and setting optimal employee schedules.</li> <li>Coordinated with vendors to verify timely delivery of materials and supplies, avoiding delays.</li> <li>Developed and maintained knowledgeable and productive team of employees.</li> <li>Oversaw warehouse staff and maintained efficiency in fast-paced environment.</li> </ul>

## Education

2004	<p><b>Diploma: Production Management</b></p> <p><i>Kerala State Boards - Kerala, India</i></p>
2003	<p><b>Vocational Higher Secondary: Computer Application</b></p> <p><i>Kerala State Boards - Kerala, India</i></p>

Operations Management
Problem-Solving
Logistics Oversight
Waste controls
Database Management
ERP Software
Forklift Operations
Billing and Invoicing
Inbound Cargo Management
Supply Chain Coordination
Order Management
Equipment Inspection
Global Supply Chain Management
Safety Management
Inventory Reconciliation
Data Entry
Vendor Management

## Personal Details

Date of Birth:	25/05/1985
Nationality:	Indian
Marital Status:	Married
Visa Status:	Visit Visa
Gender:	Male

## Languages

English
Hindi
Malayalam
Arabic

## Driving License

Valid UAE LMV
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