



Dionius Susai Antony

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SUMMARY

Warehouse In-Charge with over all 8+ years of working experience in Qatar, I handled Raw Material Warehouse, Chemical Warehouse and Textiles Warehouse in different positions. I worked as Warehouse In-Charge, Warehouse Supervisor, Inventory and Stock Controller. I am personable and confident face to face with clients, and have the ability to solve problems independently. My ambitions to pursue a challenging career that is fulfilling in terms of work in a dynamic environment.

SKILLS

- SAP
- ORACLE
- YMS
- SENTEZ LIVE
- ADLER
- Microsoft Excel, Word, VBA
- OUTLOOK
- Inventory Control
- Warehouse Management System (WMS)
- 5S
- FIFO
- Accounts
- Warehouse Sales (Cash, Credit)
- Stock Handling
- Shipment Clearance
- Customer Handling
- Training Employees
- Forklift & Car Driving License In Qatar
- Inbound and Outbound
- Utilized Storage Location
- Cleanliness, Tidiness, and Safety of Work Environment
- Sales & Return
- Stacking, Storage, Climate Control warehouse safety standards and the use of PPE
- Strong Leadership Personality
- Stock Reconciliation and Finding Variance.

EXPERIENCE

WAREHOUSE IN-CHARGE - Oct 2022 to Oct 2023

BIEWU International - Doha, Qatar

- Strategically manage warehouse in compliance with company's policies and vision
- Oversee receiving, warehousing, distribution and maintenance operations
- Setup layout and ensure efficient space utilization
- Initiate, coordinate and enforce optimal operational policies and procedures
- Adhere to all warehousing, handling and shipping legislation requirements
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Liaise with clients, suppliers and delivery transporters companies
- Plan work roles, assign tasks appropriately and appraise results
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc.)
- Managing warehouse case sales, petty cash & expenses
- Train and motivate employees
- Receiving Goods – making GRN

WAREHOUSE FOREMAN – Jan 2019 to Oct 2022

QSUR Trading - Doha, Qatar

- Supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers.
- Monitoring employee productivity and providing constructive feedback and coaching.
- Maintain timekeeping and personnel records.
- Hire and train new employees.
- Arranging material in rack & consuming space for new coming materials.
- Maintaining high standard of cleanliness & housekeeping of warehouse area.
- Observe safe warehouse practices and security.
- Plan, organize, supervise and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
- Monitoring stock & update stock level to manager.
- New received material check and confirm.
- Doing GRN & Sales return when it necessary.
- Monitor issuance & storing packaging material on FIFO system - Tracking packing material - Planning for incoming material.
- Count & make put away the incoming material - Checking delivery notes.
- Making perches request.
- Month End report & Stock reconciliation report - Document filing & storing - Tracking shipment and Stock report for every week & month.

INVENTORY AND STOCK CONTROLLER - Aug, 2015 to Aug, 2018

Alfred Talke Services - Doha, Qatar

- Receiving order, confirm with SAP (ERP), releasing order to Dispatch for daily operation.
- Vessel loading program, container list, stock data preparing for each and every vessel.
- Monitoring Warehouse capacity & Stock situation and make a report to manager.
- Monitor and update all damage product details in ORACLE & SAP.
- Collect products samples from silo and send to QAPCO lab for necessary approvals.
- Supervision of allocations of products for every stuffing instructions on FIFO principal.
- Organize repair of damaged goods and bin to bin transfers in the warehouse and storage areas.
- Follow-up, control and reduce the levels of waste product.
- Monitor receiving packing materials.
- Monitor and report if any insufficient stock or any discrepancies.
- Observe safe warehouse practices and security
- Stock report for every week & month - Bagging report - Month End report & Stock reconciliation report - Document filing & storing –
- Tracking shipment, arrange manpower to unload product form container.

• LANGUAGE	SPEAK	READ	WRITING
• English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Arabic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tamil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Hindi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Malayalam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **EDUCATION**

B A ENGLISH LITERATURE – 2011 to 2014

Indian Institute of Integrated Science Technology & Research

Tamilnadu, India

- **CERTIFICATIONS**

EFFECTIVE COMMUNICATION, TEAM WORK AND TIME MANAGEMENT – Nov 2019

OPTIWAYS INTERNATIONAL - Doha, Qatar

- **ACHIEVEMENTS**

CERTIFICATE OF APPRECIATION

2017, 2016 & 2016

ALFRED TALKE LOGISTICS

QATAR.

- **PERSONAL DETAILS**

BOD : 03/04/1991

PASSPORT NO : M5866544

License in : Qatar & India

- **REFERENCES**

MR. GARY B. ANDREWS

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BIEWU International Doha, Qatar

MR. HAKAN SALMONSA

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QSUR TRADING (NSA) – Doha, Qatar