

# Venu Kurup. B

A team builder & a strategic thinker with a great execution ability ensuring achievement of stretch targets. Continuing a career in Agricultural sector, where personal ability, experience & commitment to professionalism would support me to contribute to the firm's growth & achieve a mutual benefit.

## WORK EXPERIENCE

### Operation Supervisor | 2020 - Present Mirak Royal Nature Fruits & Vegetables, Dubai

- ✔ Organize and control all the operations
- ✔ Manage labors and drivers and evaluate them periodically
- ✔ Supervise arrival of containers and shipments
- ✔ Supervise all receiving and dispatch

### Warehouse Manager | 2020 February - 2020 August Emirates Al Madina Group

- ✔ Coordinate daily product distribution to respective outlets
- ✔ Manage receiving, warehousing and operational activities
- ✔ Maintain the physical condition of the warehouse
- ✔ Scheduling all warehouse operations and dispatch
- ✔ Record all receiving and distribution to respective outlets
- ✔ Maintained the integrity of all inventories
- ✔ All other job related duties as requested

### Store In Charge | 2016 - 2020 Barakat Vegetables & Fruits Co. LLC, Abu Dhabi

- ✔ Complete store operational requirements by scheduling and assigning employees; following up on work results.
- ✔ Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers.
- ✔ Manage all controllable costs to keep operations profitable.
- ✔ Manage stock levels and make key decisions about stock control.
- ✔ Respond to customer complaints and comments.
- ✔ Preparation of stock reconciliation statement and the reasoning for the variances.
- ✔ Coordinating for Air shipment arrivals.
- ✔ Forecasting daily/weekly/monthly requirement.
- ✔ Preparing the import claims for deviation in quality / short supplies from the import suppliers and send it to the concerned suppliers.
- ✔ Clearly and concisely communicate the business and store objectives to the team.
- ✔ Ensuring a high level of stock availability.
- ✔ Managing all paperwork and stock.
- ✔ Ensuring total compliance with all store operations policies.
- ✔ Managing staff work schedules.



#### Personal Details:

**Date of Birth:** 10<sup>th</sup> May 1976

**Marital Status:** Married

**Nationality:** Indian

**Passport No:** P 1199199

#### Languages Known:

- English

- Hindi / Urdu

- Malayalam

- Tamil

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## Assistant Purchaser | 2011 - 2016

### Barakat Vegetables & Fruits Co. LLC, Abu Dhabi

- ✓ Handled local purchase of fruits & vegetables from Abu Dhabi & Dubai markets.
- ✓ Experience in handling import suppliers from Asia and Europe.
- ✓ Negotiated and enable cost cutting measures of company.
- ✓ Handled 200 plus vendors from both Dubai and Abu Dhabi markets.
- ✓ Experience in managing Farms and local produces.
- ✓ Coordinated with operations and sales to meet their requirement.

## Operations Supervisor | 2009 - 2011

### Barakat Vegetables & Fruits Co. LLC, Abu Dhabi

- ✓ Stock and inventory management.
- ✓ Receipt and issue of fruits & vegetables for operations.
- ✓ Managing logistics for stock movement.
- ✓ Recording data and generating reports for higher management.
- ✓ Ensuring SOP is followed and meeting QA/QC requirements.
- ✓ Leading a team more than 90 employees for daily operations.
- ✓ Ensure quality standards & authority's safety standards and measures.
- ✓ Coordinate with sales and procurement team for smooth operation.

## EDUCATION

- ✓ **BBA** - Bachelor of Business Administration  
Madurai Kamaraj University.
- ✓ **VHSE** - Vocational Higher Secondary Education.
- ✓ **S.S.L.C** - Board of Higher Secondary Education, Kerala  
Board of Public Examinations.

## COMPUTER PROFICIENCY & ADDITIONAL LEARNINGS / CERTIFICATIONS

- ✓ Diploma in Computer Application – Excel Computers, Attingal, Kerala
- ✓ Office Automation – Universal Computers, Attingal, Kerala
- ✓ Tally 6.3 – CompuPlus, Varkala, Trivandrum
- ✓ Graphic Designing – Netzone Computers, Trivandrum
- ✓ Store Keeping – Castle Human Management Centre, Attingal
- ✓ Hardware & Networking – castle Computers & Education Pvt. Ltd.

## DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Date:     /     /

Place: Dubai, UAE

Signature  
Venu Kurup B