



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: 10th 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