



Hosana Sanjoe

WAREHOUSE MANAGER.

Professional Summary

International City, Dubai,
United Arab Emirates
0501874745
hosanasanjoe@gmail.com

Links

Hosana Sanjoe

Skills

Communication Skills

Ability to Work Under Pressure

Adaptability

Microsoft Office

Customer Service

Fast Learner

Ability to work in a team

Ability to Multitask

Effective Time Managment

Critical thinking and problem solving

Team leadership

Languages

English

Hindi

Malayalam

Professional Summary

Results-driven Warehouse Manager with over 10 of experience in Warehouse, Logistics, Construction, and Facility management. Proven track record of improving customer satisfaction, and optimizing store operations. Skilled in team leadership, inventory management, and implementing effective merchandising strategies. Strong analytical abilities and a commitment to driving results through exceptional customer service and operational excellence. Adept at training and developing staff to enhance team performance and achieve corporate goals.

Employment History

Warehouse Manager, Vizla Group of Companies. , INDIA

05/2023 - 07/2024

- Overseeing the inventory of materials and supplies, ensuring accurate stock levels, and conducting regular audits.
- Coordinating with suppliers to purchase materials and ensuring timely delivery to meet project timelines.
- Managing the receipt of materials, inspecting for quality and accuracy, and addressing any discrepancies.
- Organizing the warehouse layout to maximize space and efficiency, ensuring easy access to frequently used items.
- Planning and coordinating the transportation of materials to and from job sites, ensuring timely and efficient delivery.
- Implementing safety protocols and ensuring compliance with regulations to maintain a safe working environment.
- Supervising warehouse staff, providing training, and conducting performance evaluations.
- Maintaining accurate records of inventory, orders, and shipments, and utilizing warehouse management systems.
- Assisting in budgeting for warehouse operations, controlling costs, and optimizing resource use.
- Addressing any issues related to inventory shortages, delays, or damage to materials.
- Working closely with project managers, site supervisors, and other departments to align warehouse operations with project needs.
- Identifying opportunities for process improvements to enhance efficiency and reduce waste

Warehouse Manager, Mosanada Facility Management Services., QATAR

04/2021 - 04/2023

- Supervised daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- Schedule and oversee the warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance when necessary
- Meet regularly with warehouse leads to analyze productivity and develop actionable plans for loss prevention
- Oversee and manage logistics for transporting products to customers and company facilities, communicating with drivers and air partners to ensure efficient delivery of packages

Warehouse Manager, VSL MIDDLE EAST QATAR LLC, QATAR

10/2012 - 09/2020

- Overseeing the inventory of construction materials, tools, and equipment specific to bridge projects, ensuring accurate stock levels.
- Collaborating with suppliers to source materials required for bridge construction and ensuring timely delivery to meet project schedules.
- Managing the receipt of materials, conducting inspections for quality and compliance with specifications, and addressing any discrepancies.
- Organizing materials and equipment in the warehouse to maximize space and ensure easy access, while maintaining safety standards.
- Coordinating the transportation and distribution of materials to various bridge construction sites, ensuring timely and efficient delivery.
- Implementing and enforcing safety protocols in the warehouse, ensuring compliance with health and safety regulations relevant to construction.
- Supervising warehouse staff, providing training on best practices and safety procedures, and conducting performance evaluations.
- Maintaining accurate records of inventory, orders, and shipments, often utilizing specialized warehouse management software.
- Working closely with project managers, engineers, and construction teams to ensure alignment on material needs and project timelines.

Warehouse Officer, Freight Works Dubai Express @Danata/Emirates., DUBAI

04/2012 - 01/2015

- Monitoring and maintaining accurate inventory records, including stock levels and locations of goods within the warehouse.
- Assisting with the receiving of incoming shipments, checking for accuracy and quality, and documenting any discrepancies or damages.
- Ensuring that goods are stored properly and efficiently, following safety guidelines, and maximizing warehouse space.
- Picking and packing orders for shipment, ensuring accuracy in order fulfillment, and preparing items for delivery.
- Preparing shipping documents, labeling packages, and coordinating with carriers for timely dispatch of goods.
- Conducting inspections of incoming and outgoing goods to ensure they meet quality standards and compliance requirements.
- Adhering to safety protocols and practices within the warehouse, reporting hazards, and participating in safety training.
- Updating inventory management systems with accurate data regarding shipments, receipts, and stock levels.
- Assisting warehouse staff and collaborating with other departments to facilitate smooth operations and efficient workflow.
- Addressing issues related to inventory discrepancies, damaged goods, or shipping delays and working to resolve them promptly.
- Maintaining organized records of shipping and receiving activities, including bills of lading and packing slips.
- Identifying opportunities for improving warehouse processes and efficiency, and implementing best practice

Airport Traffic Assistant., Decor Drapes Aviation Services LTD., INDIA

06/2006 - 07/2007

Passenger Handling Customer Agent., Air India Services Ltd, INDIA

08/2007 - 10/2008

Cargo Customer Service Agent., Air India Services LTD, INDIA

11/2008 - 03/2012

Education

Bachelor of Arts., University of Kerala, India

06/2002 - 03/2004

English Language and Literature.

Masters, NIBM, India

03/2020 - 06/2022

Supply Chain Management.

Courses

Procurement & Logistics., Chartered Institute of Transport & Logistics.UK

06/2021 - 08/2021

Procurement & Sourcing Introductory., Rutgers ,USA,Cousera.

07/2021 - 08/2021

IATA/FIATA Introductory -Initial., Speed Wings,Cochin,India.

05/2005 - 10/2005

IATA/FIATA-Dangerous Goods Regulation., Speed Wings,Cochin,India.

02/2007 - 04/2007

DECLARATION:-

I hereby declare that the above said is accurate to the best of my knowledge and belief.

Name: Hosana Sanjoe

Date: