

## MOHAMED ZAHARAN BUHARY

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**Subject:** Seeking the Position of Warehouse Operations Supervisor

**Objective:** To work with an organization, where I can use my skills and knowledge for the organization growth while ensuring my growth in area of Warehouse and Logistics industry.

### Summary of Qualifications

- Over ten years' experience.
- In-depth knowledge of Warehouse and Logistics, Airport services, Cargo & Ramp operations, Passenger and Freighter aircraft handling including weight and balance, cargo trimming and knowledge of cargo terminal handling with automated and computerized operating and communication systems.
- Ability to work in fast paced environment.
- Thorough knowledge of principles and methods for moving people or goods by air, including the relative costs and benefits.
- Strong knowledge of principles and processes of giving top class customer and personal service.
- Excellent communication skill, both written and spoken; and strong knowledge of English, Sinhalese, Tamil, Good in Malayalam, Urdu, Hindi and Arabic.
- Strong ability to understand written sentences and paragraphs in work related documents.
- Immense Time management skill.



### PERSONAL DETAILS

Date of Birth	17 <sup>th</sup> January 1991
Gender	Male
Nationality	Sri Lankan
Passport No	N8728755
Visa Type	Residence



### WORK EXPERIENCE

#### **Warehouse Controller – (Logistics / Warehouse & Transport)**

**Transmed Overseas Incorporated S.A** - Dubai Investment Park, Dubai, United Arab Emirates.

2023 July – 2024 February



- Plan and coordinate the incoming goods, storage, and dispatch of items in a timely and efficient manner to achieve with team objectives and Key Performance Indicators (KPIs), as determined by the Warehouse Manager / DC Manager.
- Train, supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers.
- To ensure effective, safe, accurate and timely stock management to include space allocation, stock transfer.
- Organizing and ensuring accurate and periodic cycle counts and stock takes.
- Be responsible for ensuring that the quality of the product and service within the Warehouse is maintained at the highest possible standards for the customer.
- Ensure quality procedures and team quality targets are strictly adhered to Optimizing distribution channels and resources.
- Manage inbound and outbound movements of stock.
- Manage warehouse and logistics activities to maintain continuous customer service.
- Ensure good warehousing practices and resource optimization – labor, equipment, facilities etc.
- Product distribution, maintain relationships with 3PLs and monitor performance against agreements.
- Implement the company's Health and Safety Policy, ensuring safe working conditions and practices within the Warehouse.

- Enters all data entries related to returns, credit note, missing invoices, actual delivery date on JDE and WMS in order to reflect accurate database and assists in printing invoices during the night shift.
- Checks the received quantities and item codes against JDE references and passes all related transactions.
- Updates the daily stock transactions on the ERP system on the same day in order to reflect accurate inventory.
- Prepares and close the ASN type promo and record all in / out movements for TPL in order to maintain accurate database.

**Freighter Load Controller-(B747-400SF/A300-600F)** )  
**Quick Link Aviation Services FZC** - Sharjah, United Arab Emirates.  
 2021 March – 2021 December



- Responsible for the centralized weight & balance functions in the Mesk Air freighter network.
- Responsible for compliance with procedures to maintain safe and high quality freighter operations at all the times through effective production of load plan & load sheet through Centralized Load Control (CLC) system for Mesk Air freighter fleet.
- As a Freighter Load Control Officer will be proactive in taking necessary decision in co-ordination with superiors to avoid any interruption of freighter operations related centralized weight & balance functions and work in close coordination with stations for finalized UWS information based on Mesk Air regulated precision time schedule.
- Work in close coordination with stations to receive estimated payload and Unit Weight Statement (UWS) within stipulated timeframe.
- Transmission of EZFW message to flight dispatch for generation of flight plan on specific route.
- Production of Loading Instruction Report (LIR) for Mesk Air freighter fleet ensuring optimization of cargo load and taking into account all related functions i.e. fuel optimization, offload decisions, changes to loading configuration, multi-sector sequence planning etc.
- Production of Load Sheet for Mesk Air freighter fleet based on the relevant information i.e. final fuel details and loading confirmation.
- Generation of post flight messages i.e. CPM, LDM, UCM, LBM, after the flight departure.
- Work in coordination with Special Loads team and ensure that individuals involved in operations are informed and guided as per instructions provided by the special load team and complies with the additional tie down requirements for special cargo/ULD movements. Provide necessary assistance and feedback to Load Masters positioned on-board or at outstations as and when required.
- Analyze the active MDD list for freighter flights and escalate the critical defects to MOCC, to expedite on the rectification process by which the commercial impacts can be minimized.
- Check the valid MDDs for a specific aircraft registration and the applicable restrictions are followed.

**Operation Manager - (Logistics / Warehouse & Transport)**  
**Saantham Marketing (Pvt) Ltd** - Colombo, Sri Lanka.  
 2019 July – 2020 December



- Manage warehouse in compliance with Company's policies and vision.
- Complies with local warehousing, material handling and shipping requirements by studying existing and new legislation, enforcing adherence to requirements; advising management on needed actions.
- Safeguards warehouse operations and contents, Controls inventory levels by conducting physical counts; reconciling with data storage system, maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment, issuing work orders for repair and requisitions for replacement.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating
- Corrective actions, manage the team (identify & plan needs, give objectives, debrief KPIs), plan and anticipate resources to maintain efficient on-ground activity and accommodate high volumes (especially during campaigns)
- Guaranty the sortation efficiency and work with BPOs to ensure continuous improvement
- Improve KPIs (Pickup Rate, Lead-time, Productivity, Losses and backlogs)
- Preparation, analysis and debrief of reports (snap reports, monthly review, Santhamcalls), promote collaboration with other departments (Seller Support, Transport, Warehouse, Finance, HR, and Commercial)
- Work with project managers and central team experts to design, and implement new prose.

**Turnaround Coordinator-(Freighter Operations)**  
**Dnata for Airport Services Ltd** - (Erbil International Airport, Erbil, Kurdistan-Iraq)  
 2017 September - 2018 November



**(Ramp Operation and ULD Control / Freighter Aircraft Handling / Turnaround Coordination and Dispatch Support / Resource Planning & Allocation / Character Cargo Operations & Ground Support)**

- Liaise with customer airline representatives for any special requirements such as VIP handling, medical cases, stretchers, human remains, live animals etc. to ensure that handling activities are completed on time and as per requirements.
- Ensure that all required equipment and manpower is available on flights for a seamless operation and on time departure for the customer. In case of any shortage escalate to the shift in-charge on the Ramp.
- Coordinate with all relevant parties to confirm completion of flight activities (e.g. baggage offloading / Cargo offloading) in case of last minute changes (LMC), adhoc charges for any ground support equipment, last passenger coach received or any other key activities in order to achieve safe departure of the flight.
- Responsible to obtain essential flight documentation (e.g., loading instruction, passenger or cargo manifest, security list) from relevant teams and hand it over to the crew before departure. Keeps the flight deck abreast of latest flight handling activities and any information related to special loads in order for the Captain to obtain clearance from air traffic control (ATC).
- Communicate with Key Stakeholders to ensure all safety checks such as tallying of aircraft registration with loading instruction reporting form (LIRF), reconciliation process are carried out after completion of loading, the Load Sheet matches the LIRF and any deviations are checked out by LCO before departure.
- Carries out and controls aircraft weight and balance for all departures in accordance with airline requirements. Provides Captain and OAL LM with required information such as B737F, B747F, B757F, B767F, B777F, 310F, 330F, IL-96 EZFW, load

sheet and ensures the impact of any LMC transactions after FF are incorporated and amended where necessary to ensure down line accuracy of all signals prior to PD status.

- Carries out and controls aircraft weight and balance for all departures in accordance with airline requirements.
- Interacts with Flight & cabin Crew, Engineer, Caterers, Cargo, Ramp and Passenger Services staff to ensure any potential problems that may affect the turnaround are highlighted to the appropriate individuals. Makes adjustments to the turnaround schedule in order to protect the integrity of the flight departure time.
- Maintains full contact with dnata ramp Operations Officer to allow full transparency of the critical path of turnaround activities.
- Has autonomy in the allocation of delay codes and timings for any off schedule departures, liaising with Ramp Operations Officer and airline station staff prior to publication of the delay code.
- Manages the overall activity at cargo aircraft for all arrival, departure and turnaround flights, planning a strategy prior to commencing such activities after seeking and interpreting a full flight briefing (eg. Payload distribution, route restrictions, crew / aircraft limitations) and ensures all staff involved at aircraft are briefed with the turnaround plan prior to commencing sift activities.
- Strictly comply with all relevant company Standard Operating Procedures, Work Instructions, and Airport Authority Standards and Regulatory requirements. Responsible for all safety issues and ensures that all team members comply with the laid down safety regulations at all times. Immediately reports to the Ramp Manager any damage to aircraft, equipment or any injury to a team member.

#### **Cargo Supervisor-(Freighter Operations)**

**Dnata Cargo, Dnata for Airport Services Ltd - (Erbil International Airport, Erbil, Kurdistan-Iraq)**

2016 February – 2018 November



**(Ramp Operation and ULD Control / Freighter Aircraft Handling & Flight Finalize / Import & Export Manifesting / Import & Export Documentation / Cargo Warehouse Safety & Cargo Security / Breakdown / Buildup / Perishable / Acceptance & delivery / Quality & Tracing / Mail / Turnaround Coordination and Dispatch Support / Cargo Resource Planning & Allocation / Character Cargo Operations & Ground Support / Cargo Terminal Admin Operations Support).**

- Liaise with government authorities such as Customs, Health or Police/Security in an efficient and effective manner to ensure the smooth movement of all cargo, courier and mail.
- Coordinate with dnata cargo management and OCC team, Cargo revenue management team, Cargo sales team, Cargo finance team before flight manifesting and after the flight finalizing.
- Coordinate with NOTOC, DCS, BRS, MVT, LDM, CPM, UCM, SCM, DIV, UWS, FSU-DIS, LPM, FFM, SITA.
- Inspect, validate against relevant documentation and count goods at every point of delivery, acceptance, breakdown and build-up ensuring that goods conform to relevant criteria and that they are dispatched / stored in accordance with standard work procedures and principals' requirements.
- Perform the process of acceptance, delivery, build up and breakdown of cargo consignments. Operate equipment as required (such as tow tractors/pick up/ forklifts etc.) for movement of loads. Manually loading/unloading cargo from the ULDs / Aircraft /trucks as appropriate.
- Direct and assist the team of Porters and Equipment Operators as required in build-up and breakdown, acceptance and delivery, and documentation of cargo, courier and mail from/to customers, in accordance with the requirements of the principals whilst complying with published performance standards.
- Ensure a high degree of customer service, attentiveness, speed, and control error rates, whilst maintaining consistency in service standards.
- Perform manual and automated data input and ensure data updates into relevant systems (where available) are done accurately, are verified and completed within time standards and ensure that safety and security procedures are complied with at all times while handling cargo.
- Plan the loading of the cargo products into ULDs/bulk for carriage on the assigned aircraft in accordance with the priorities given, to achieve optimum utilization of capacity.
- Ensuring ULD build-up is perfect for uplift, loaded on-board in position, ULD weight and manifest weight matched etc.
- Liaise with Handling Agent for all flight operational requirements and co-ordination of activities for transshipments.
- Check that the cargo is loaded on-board as specified in the load plan and to ensure that the safety of the aircraft is not compromised and the product quality standards are maintained.
- Ensure bookings are completed and updated in abs5 / SkyChain system for all shipments to be flown as booked/ planned.
- Assist in resolving claims and discrepancies liaising with concerned authorities and departments.
- Ensure Optimum Utilization of Cargo Capacity on EK and OAL flights through efficient cargo Planning.
- Notifies shippers of delays in departure of shipment.
- To comply with company safety, security and cargo handling standards as prescribed in the company Cargo Mail Handling manual, at all times.
- Participate in the continuous improvement programmes/initiatives of the Company and implement with thorough understanding and commitment quality standards as necessary.

#### **Cargo Handling Assistant**

**Emirates SkyCargo (DulSCO LLC)**

Dubai International Airport & Al Maktoum International Airport, Dubai, United Arab Emirates.

2014 September – 2016 March



**(Cargo Import & Export Tunnel / Import & Export Documentation / Cargo Warehouse Safety & Cargo Security / Breakdown / Buildup / Perishable / Acceptance & delivery / Quality & Tracing / Mail)**

- Follows all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
- Complies with relevant safety, quality and environmental management policies, procedures and controls to ensure a healthy and safe work environment.
- Direct and assist the team of Porters and Equipment Operators as required in cargo handling e.g., build-up and breakdown,

acceptance and delivery, and documentation of cargo, courier and mail, in accordance with the requirements of the principals whilst complying with published performance standards.

- Ensure a high degree of customer service, attentiveness, speed, and control error rates, whilst maintaining consistency in service standards/ Follows the day-to-day operations related to own job and discusses safety concerns openly and reports them to the relevant supervisor.
- Inspect, validate against relevant documentation and count goods at every point of delivery, acceptance, breakdown and build-up ensuring that goods conform to relevant criteria and that they are dispatched / stored in accordance with standard work procedures and requirements.
- Perform manual and automated data input. Ensure data updates into relevant cargo systems are done accurately, are verified and completed within time standards.
- Liaise with government authorities such as Customs, Municipality, Health or Police in an efficient and effective manner to ensure the smooth movement of all cargo, courier and mail.
- Ensure at all times that the handling of all special cargo (dangerous goods, live animals, valuable goods etc.) fully complies with the current edition of the IATA manuals and are loaded in accordance with the same.
- Ensure that safety and security procedures are complied with at all times while handling cargo.
- Perform the process of acceptance, delivery, build up and breakdown of cargo consignments. Operate equipment as required (such as tow tractors/pick up/ forklifts etc.) for movement of loads. Manually loading/unloading cargo from the ULDs / Aircraft /trucks as appropriate.
- Participate in the continuous improvement programme of Dnata Cargo and implement with thorough understanding and commitment of the Quality Management System under Quality Standards (Such as ISO 9001, 18001 etc.).

#### **Cargo Agent**

**Sri Lankan Airlines Ltd** - Bandaranaike International Airport, Katunayeke, Sri Lanka.  
2012 June - 2013 December



#### **Air Freight Operations Assistant**

**SH Freight System International (Pvt) Ltd –Colombo**, Sri Lanka.  
2011 January- 2011 December

#### **Warehouse Coordinator**

**Shaheen Freighters** - Colombo, Sri Lanka.  
2008 May – 2011 December



## **CERTIFICATIONS AND LICENSES**

- Foundation course in Civil Aviation-(Fight Ops Foundation)- Airport & Aviation Services Sri Lanka (Pvt) Ltd
- IATA Diploma in Cargo introductory course
- Diploma in Aircraft Turnaround Coordination & Cargo Handling
- Basic Aircraft Weight & Balance Course-(Wide-bodied Aircraft)-A320
- Advanced Aircraft Weight & Balance Course-(Wide-bodied Aircraft)-A330/A340
- IATA Dangerous Good Regulation for Load Planners-(Category 10)
- B747F Weight and Balance Course-(Load Planner/Loadmaster)-B747-400SF-(ElitAvia Training)
- Post Course Application for Emirates SkyCargo Foundation
- Post Course Application for Emirates SkyCargo Special Load and Ramp Handling
- Post Course Application for Dangerous Good Handling (Category 07,08 & 10)
- Post Course Application for Dangerous Good Handling Recurrent-(Category 06 & 07)
- Emirates Sky Chain 3.0 Hub Operations
- Post course applications for Emirates Load Management
- Cargo IQ (CIQ) an Introduction, Perishables, Pharmaceuticals and Life Science Goods Handling Course-Initial
- Dangerous Good Regulation significant Changes for Cargo & Ramp Handling Staff and Acceptance Staff
- Live Animal Regulation, Integrated Management System
- Aviation Security, Emirates Airside Safety, Dnata Airside Safety, Dnata Ramp Safety
- EK Immediate Responds Team (IRT) and Safety Management system (SMS)
- Cargo Revenue Management, Human Factors for Airport Operation, Safety ULD Handling For Dnata,
- Post Course Application for Dangerous Good for Passenger Handling
- Emirates Passenger and Baggage Acceptance-Refreshers
- Emirates Baggage Services Skill-Refreshers, Emirates Flight Boarding and Transfer Handling-Refreshers
- MACS For Airport Services Dubai-Refreshers, MACS For Airport Services Outstation-Refreshers



## **EDUCATION**

**Post Graduate Diploma in Logistics & Supply Chain Management**  
Othm UK Qualification-European National Campus-(Reading)

**Post Graduate Diploma in Aviation Management**  
University of New south Wales - Sydney, Australia.

**High school or equivalent in Maths Stream**  
Asoka College - Sri Lanka.