

CURRICULUM VITAE

N. HAJA

INVENTORY CONTROLLER

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Carrier Objective:

To ensure efficient and cost-effective production, timely delivery of products and services, effective inventory management, collaborative relationships between suppliers and customers, flexibility, and responsiveness to changes in demand.

Professional Experience:

Company: Al Sultan International Sweets (All over UAE)

Duration: March 2015 to Present



INVENTORY CONTROLLER

Since-Aug-2020 to Present

- Develops and implements procedures for ensuring that adequate inventory levels are present.
- Supervise and coach the Storekeeper on all aspects of inventory management (material handling, sorting, shelving and accurate bin locations of spares according to predetermined sequence with accurate markings and identifying information).
- Load and unload goods at the warehouse for material receipts and issues.
- Receive items in inventory with correct quantity, unit measurement, labels and correct BIN location.
- Raise requisitions and purchase orders.
- Ensure that all items have shelf life/expiration date and all items with warranty are updated .
- Record any stock movements on the inventory management system (MMS) to ensure accuracy of stock levels at all times.
- Ensure that all assets are issued in the correct operating location and attached with the correct parent.
- Ensure that critical list is updated on a monthly basis and Subsystem Stores Outstanding Inventory Balance Report is sent out to sub-system.
- Identify stock below re-order point and prepare replenishment report.
- Coordination for replacement of rejected and/or damaged item or any clarification required from supplier coordination.

- Coordinate with suppliers and vendors regarding the repair or replacement of faulty, damaged items/assets.
- Manage control measures to ensure inaccuracies and discrepancies are highlighted, addressed and resolved.
- Communicate and implement changes as directed by Assistant Warehouse Manager.
- Perform inventory stock count on predetermined frequency, prepare reports and action to balance inventory counts.
- Maintain the cleanliness of the warehouse; participate in keeping all work areas clean, safe and tidy for smoothing all the logistic and inventory process in a controlled, safe, efficient and appropriate manner.

STORE KEEPER:

May 2017- August 2020

- Measure and report the effectiveness of warehousing activities and employee performance.
- Organize and maintain inventory and storage areas.
- Ensure the accuracy of shipments and inventory transactions.
- Communicate job expectations and provide coaching to employees.
- Determine staffing levels and assign workloads accordingly.
- Maintain records of items, document necessary information, and utilize reports to project warehouse status.
- Identify areas for improvement and establish innovative or adjusted work procedures and practices.
- Coordinate activities with other departments to ensure smooth operations.
- Oversee daily warehouse operations to ensure efficiency and safety.
- Supervise a team of warehouse staff, providing training and support as needed.
- Manage inventory control processes, including receiving, storing, and shipping goods.
- Ensure all warehouse activities comply with company policies and procedures.
- Coordinate with other departments to streamline processes and improve service delivery.
- Maintain accurate records of inventory, shipments, and discrepancies.
- Address and resolve any issues or emergencies that arise during warehouse operations.
- Implement and monitor health and safety standards to maintain a safe working environment.
- Proficiency in managing inventory and understanding stock control systems.
- Capability to track and monitor stock levels to prevent overstocking or stock outs.
- Ability to conduct regular physical inventory checks and reconcile with system records.
- Experience in supervising and motivating a diverse team of warehouse employees.
- Excellent interpersonal and communication skills to foster a productive team environment.
- Conflict resolution skills to handle disputes and maintain a harmonious workplace.

- Packing and Packaging
- Loading and unloading
- Scanning
- Cleaning
- Snickering,
- Container Stuffing & Un-stuffing.
- Warehouse Picking,
- labeling, checking / pickup of products.
- wrapping.

Educational Qualifications:

- ❖ M.B.A in (Human Resource) from Anna University, Tiruchirapally, Tamil Nadu, India(2009- 2011)
- ❖ B.B.A from Bharathidasan University, Tiruchirapally, Tamil Nadu, India. (2006-2009)

Personal Details:

Date of Birth	:05- oct-1988
Father Name	:A. Noorullah
Sex	:Male
Marital Status	: Married
Language Skill	: English, Arabic, Hindi, & Tamil
Passport No	:V7574950
Nationality	: Indian
Visa Status	:Employment (Transferable)

N.HAJA**DATE:**