

THANVEER THAJUDEEN

+97155 8198142; +97156 5398916

thanve007@gmail.com; thanve007@yahoo.com;



Position Applied: UAE EXPERIENCED WAREHOUSE IN-CHARGE / PROCUREMENT OFFICER / LOGISTICS / SALES EXECUTIVE /PROJECT CO-ORDINATOR / ANY SUITABLE.

OBJECTIVE:

Highly Competent and Gulf experience professional with 12+ year's track record of delivering top quality performance in carrying out multifaceted functions. Demonstrate robust competency in directing wide range of duties within the domains of General Administration, Procurement, Inventory management, Warehouse coordination, material control /Purchase &Sales Co-ordination, Seeks a challenging senior work profile where gained skills, experience and industry knowledge will have a valuable impact.

ACADEMIC QUALIFICATION:

- Btech in Information Technology from Cusat University (Course Completed) 2010
- Diploma in Computer Application, Kerala University 2010
- Higher Secondary education from Kerala, India, 2006
- S.S.C. from Board of Public education, Kerala, India, 2004

COMPUTER PROFICIENCY:

- Worked in Oracle, Baan, E-Living, Focus, Microsoft Gp (Material Management ERP software's)
- High Proficiency in MS Office, Computer Software & Hardware's.

PROFESSIONAL EXPERIENCE:

1. Worked with Al Ahalia Group as a Warehouse In-charge from December 2020 To Current Employer

Key Responsibilities:

The job profile concentrates in – Billing, Procuring, Inventory, controlling entire logistics (through Micro soft Dynamics ERP System) routing and coordinating the entire operations of receiving and dispatching of materials and inventory on time and ad-hoc basis.

- Supervision and Controlling logistics activities of warehouse.
- Responsible and have overall oversight for handling all logistics functions within the company.
- Support offered to manager in areas like stock counts, FIFO compliance, stock reconciliations, liquidation of damaged stocks etc.
- Controlling and coordinating all Import shipments from warehouses to warehouses and to clients effectively and ensuring the proper and accurate recording of movements in ERP System.
- Carried out initial checks on received materials for verification of items as per Purchase Order, Material Requisition or Customers Material Request Documentation.
- Ensured safe unloading and placement in assigned storage location.
- Organized receipts of goods (GRN)
- Keep track of inventory and supplies that need restocking
- Managing warehouse team and ensure that they are working timely and properly with frequent feedback and training..
- Coordinate with purchase & sales departments in providing accurate data for procuring and timely delivery materials to customers.
- Logistic control and Material Management using Microsoft Dynamics ERP & check the inventory condition of the materials in regular intervals.
- Placed order of materials as per the sales forecast in coordinate with purchased department.
- Preparing monthly reports such as stock report, sales report, purchase report, material damage report ,short supply report, supplier performance report etc

- Coordinate with finance department for closing the month timely (GRN, Sales Invoices, Sales returns, Purchase returns etc.)

2. Worked with Arabtec Construcion as a Store In-charge / Procurement Officer from November 2012 To November 2020

- Responsible to establish and maintain the store and store records as per the company quality plan, procedures and approved mobilization plan.
- Preparation of Purchase requests, Plant Hire Request, Store receipt vouchers, Transfer notes for assets and materials.
- Ensure all deliveries are checked properly Quantity/Quality wise and the same are checked by QA/QC to ensure that materials are as per Project Contract approvals.
- Control material storage locations as per storage plan and to be stored properly and as per manufacturer's recommendation.
- Maintaining ERP daily updates (Inventory module)
- Maintain the record for the rented or hired equipment's and machines and submit its daily report For CM/PM approval
- Completion and forwarding of Equipment Control Cards to the Manager Charge in a timely manner to ensure receipt of the same by the Plant Manager.
- Prepare block register, Steel register & insulation register for DM (Dubai Municipality)
- Follow with supplier for pending for delivery.
- Submitted all monthly reports with all original delivery notes to Stores Department
- Prepare and submit the required reports to PM and Plant Manager/Main Store
- Issue materials to the site as per the project authorized persons
- Checking quantity and receiving for the incoming materials as per the LPO or LOA after QC's Inspection and approval.
- Always issued all material by FIFO system/Keep filing system up to date.
- Prepare monthly reports including but not limited to SIV (Store Issue Vouchers), SRV (Store Receipt Vouchers), GRN (Good Received Note), SRV for Machineries' and Plant related Equipment's.
- Ensure HSE stored has the required MSDS available, proper documentation of all material movement.
- Accounting of material, assets, equipment and tools.
- Perform weekly, quarterly, mid -year, year-end inventory and physical count and prepare year-end Inventory reports.
- Maintain storage areas, shelves, and outside yard in a clean and orderly condition.
- Maintaining a positive working relationship with co-worker, site engineers, project manager and any or other site personals.
- Follow the demonstration procedure of stocks and records and Follow up ISO pressure.
- Keep track of material where expiry dates are applicable and issue accordingly.
- Ensure that any shifting of materials between sites and main store are recorded and as per company policy.
- Count, weights, and measures goods received or issued.
- Stock material according to a prescribed inventory system.
- Dispenses items and posts amount of items to inventory control cards or automated system.
- May enter data and edit stock orders in a computerized inventory system.
- Monitor equipment and makes adjustments as needed.
- Performed routine maintenance and makes minor repairs.
- Transfer of any material to another sites with proper with proper Cost documents like STV & Gate pass

3. Worked with IFFCO Group as a Store Keeper / Sales coordinator from May 2010 To October 2012

- Organized receipts of goods & coordinated with suppliers & transporters.
- Controlled the movement of material in stores.
- Supervised material receipt from either vendors or customers.
- Ensured safe unloading and placement in assigned storage location.
- Carried out initial checks on received materials for verification of items as per Purchase Order, Material Requisition or Customers Material Request Documentation.
- Co-ordinated with Supervisor for technical verification of items and associated documentation.

- Handled various reports such as Monthly Raw Material Reconciliation Report, Weekly & Daily Raw Material Stock Report.
- Placed orders of all materials as per sales forecast, dispatch the daily delivery schedule to supplier as per the production plan.
- Prepared Daily, Monthly, Yearly production Cost Report, Annual Stock Report etc. Prepared all receiving and inspecting documentation.
- Notified the buyer through Material Control Supervisor where action by the supplier is required.
- Checked inventory and the condition of stored items at regular intervals.
- Maintained good housekeeping in all store's areas.
- Issued material from stores against Material Issue Vouchers (MIV) as approved by responsible managers.
- Initiated actions to identify and dispose of all scrap material.
- Coordinated with Sales Department during promotions
- Managing store team and ensure their working in timely and properly.

ADDITIONAL PROFILE

- Identify opportunities to further strengthen the relationship with the Client and act as the facilitator to the provision of additional services.
- Having exceptional negotiation & Presentation skills.
- Ability to work individually and closely with others to accomplish assigned goals. Having the innovative mind & capability to drive new sales leads & courage to maintain better business relationship with new / existing clients.
- Motivated self-starter and hard worker, who can handle multiple priorities and dead line. Good judgments and creativity.
- Ability to learn more new technologies and techniques.
- Excellent communication, analytical & interpersonal skills.
- Able to work in a team also having well experience & interest in technical works. Able to Perform & become more active under pressure.
- Good team player and awareness of hospitality & discipline

DRIVING PROFICIENCY

- **Holding Valid UAE Driving License with Experience**

LINGUISTICS ABILITY (FLUENCY in Read/Write/Speak)

- English, Hindi, Tamil, Malayalam

PERSONAL DETAILS

Name	Thanveer Thajudeen
Father's Name	M.K.R Thajudeen
Nationality	Indian
Passport No. / Validity / Issued	W 5953414 Valid until 28/11/2032, Trivandrum
UAE Driving License No / Validity	3782530 / 14/01/2025
Date of birth	01/12/1988
Place of birth	Kerala, India.
Gender	Male
Marital Status	Married
Visa Status	UAE valid residence visa /transferable.

DECLARATION - I hereby declare that above mentioned details are true to the best of my Knowledge & Belief

Thanveer Thajudeen ()