



Senior Executive

(Qwik Supply Chain Pvt Ltd –
Reliance Retail-JioMart E-Grocery B2B
fulfillment Center)

8 Year

Indian Experience

+917736898758

habeebudheen.m.a@gmail.com

Kochi, Kerala -India

<https://www.linkedin.com/in/habeebudheen-m-a-71147617a/>

Technical Skills

- Operating system: Window 10.
- Software Packages: – SAP ERP, Transport Management System, Warehouse Management System, Inventory Management System, Microsoft Office & Tally,

Languages Known

- English – Speak, read, write
- Malayalam – Speak, read, write
- Hindi-Speak
- Tamil- Speak

Interpersonal Skills

- Team lead & Development
- Good Communication
- Quick Learner
- Adaptability
- Analytical & Strategic
- Punctual & Core professional.
- Flexibility
- Innovative Thinking
- Relationship Building
- Emotional Intelligence

HABEEBUDHEEN M.A

PROFESSIONAL SUMMARY

As an experienced professional in Supply Chain & Logistics, my objective is to leverage my skills to elevate the organization's standards in these areas, while optimizing processes, enhancing the brand, and driving profitability. I am committed to contributing to the organization's growth and success while utilizing my expertise to improve its overall standards.

I am a Bachelor of Commerce graduate with 8 years of professional experience in Supply Chain Management, B2B, B2C, Warehouse operations effectively.

- Warehouse Management
- Logistics and transportation Management
- Inventory Management
- Logistics Operations Management
- Vendor Coordination
- Dispatch Management
- Budget control and optimized operational cost control
- Personnel Management & Task Assignment
- Process Improvement

WORK HISTORY

Senior Executive of Outbound & Inbound – Qwik Supply Chain Pvt Ltd (Reliance Retail-JioMart B2B E-Grocery Fulfillment Center)

Dec/2021- Till Now

Responsibilities:

- 3PL staff recruitment and ensure to train the 3PL staff as Per SOP and ensure they are motivated to do their tasks.
- Shift Handling – Ensure to handle a shift for 100% completion of all order before cut off time and allocate the work as per Pick Zone.
- Work Force Utilization by monitoring the productivity.
- Order processing with Zero picking & packing error and zero mis-shipment to customer.
- Ensure to train 3PL with all Exception scenario of outbound and how to resolve during initial stage.
- Ensure timely handover to transport team of packed boxes for shipping to customers to avoid any Breach
- Work on to reduce customer complaints by doing RCA and need to maintain a tracker.
- Managing and planning inbound capacity while overseeing day- to-day operations of inbound operations to ensure compliance with SLAs.
- Proactively communicating and providing solutions for vendor, fill rate and payment issues.
- Maintaining and improving overall operational and departmental efficiencies around inbound.
- Coordination with internal teams: Collaborating with cross-functional teams of procurement category manager, Replenishment team, production and transportation, to ensure smooth and efficient inbound flow of goods.
- Team Development – Ensure to develop a team to handle the operation in pressure situation.
- 6s Implementation in work place.

Personal Details

- DOB: 22-01-1991
- Nationality: Indian
- Status: Male/Married

Passport Details

Passport No : W7501513
Date of issue : 13/12/2022
Date of expiry : 12/12/2032
Place of issue : COCHIN

Contact Details



Address:

Mattummal (House)
Thaikkattukara. P.O, Aluva
Ernakulum Dist. Kerala
Pin: 683106
Phone: +91 7736898758

Email: habeebudheen.m.a@gmail.com

Depot Manager – Sreelakshmi Enterprises C&F Agents

(Hamilton Housewares Pvt. Ltd - Distribution Center Project)

Sep/2016 - Dec/2021

Responsibilities:

- Handle the all responsibilities of CNF receiving goods, processing documentation, storing deliveries at warehouse, tracking as well as distributing materials in physical and system wise
- Assign the tasks of processing shipments of materials and equipment like confirming of delivery as well as liaise with shipping vendors
- Assigned the tasks of maintaining proper records of inventory of items in warehouse and order as required
- Domestic Invoices process and supporting of Tax documents for the shipment activities
- Handle Transport performance and coordinating transporters for the shipment of goods
- Creating Monthly purchase requisition indent to plant based on distributors secondary order requirement
- Coordinate with Area Sales managers and TSE for the Orders fulfillment
- Monthly Sales Closing and month end reports generation
- Handle Sales Return process & Stock adjustment procedures
- Handle Stock Transfer process and supporting document creation
- Stock aging analysis, FSN analysis
- Stock Liquidation Process
- Monthly CNF Commission, Expenses & Freight Bills preparation

Inventory Controller- Adecco India Pvt. Limited

(Logiwiz Logistics India Pvt. Ltd - GlaxoSmithKline Pvt. Ltd – Project)

Jun/2015 –Sep/2016

Responsibilities:

- Maintaining Inventory accuracy
- Maintaining accuracy on receipts
- Generation and Preparation of MIS reports
- To ensure day to day activity documents are filed properly
- Monthly Freight Bills preparation & Freight Provision report preparation

CERTIFICATIONS

- Certified Financial Accountant Course (2013)
TIA Institute, Cochin (An ISO 9001:2000 Certified Institute) Regd. Under Finance Act. Govt. of India
NO. 1870 / EKM / 12

EDUCATION

- Master of Commerce - Mahatma Gandhi University, Kottayam, India
(Course completion)
2012 – 2014
- Bachelor of Commerce - Mahatma Gandhi University, Kottayam, India
2009 – 2012

DECLARATION

I hereby declare that the information above is true to the best of my knowledge.

Best. Regards,
Habeebudheen M A