

THARIK AHAMED

WAREHOUSE ADMINISTRATOR

CONTACT

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Ajman, UAE

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SKILLS

- Finished goods dispatch planning
- Inventory management
- Route & transport coordination
- ERP Systems (Oracle, Inventory Supervisor)
- Team supervision & Labor management
- Dispatch Documentation (Invoices, Packing slips &Gate passes)
- FIFO Practices
- Production & Logistics
- Safety & Compliance Standards
- Logistics & Supply Chain Management
- Transportation
- E-Commerce
- Freight forwarding
- CFS (Container Freight Station)
- Warehouse management (WMS)
- The fleet management
- Cost management
- Reverse Logistics
- Cycle counting
- MS Excel(VLookup)

EDUCATION

Master of Business Administration Logistics & Supply Chain Management, GPA:62%

VELS UNIVERSITY, INDIA June 2011-May 2013

LANGUAGES

- English (Fluent)
- Hindi (Proficient)
- Tamil (Native)

PERSONAL DETAILS

- Date of Birth: 12/07/1990
- Nationality: Indian
- Marital status: Married
- Passport No : W9798175

PROFILE

Dynamic Warehouse Administrator & Logistics Supervisor with over nine years of experience managing finished goods, coordinating dispatch, and planning logistics in the corrugated packaging and automotive manufacturing industries. Demonstrated skill in enhancing the dispatch process, refining warehouse operations, and coordinating transportation logistics with production schedules to guarantee on-time deliveries. Skilled in stock management on ERP platforms and team supervision, consistently achieving production goals and exceeding customer delivery standards.

WORK EXPERIENCE

**International Packaging Company LLC, Ajman, UAE
(Group of IFFCO)**

MARCH 2023-PRESENT

Warehouse Administrator

Key Responsibilities:

- Planned daily dispatch operation, coordinating with sales and production teams to ensure timely and accurate delivery of finished goods.
- Ensure all dispatched materials are clean and damage-free before loading.
- Arranged loading efficiency and managed timely truck release at night shift.
- Prepare shipping documents, Oracle-based invoices, packing slips, and manual gate passes for Free Zone customers.
- Optimized vehicle planning based on pallet sizes and order quantity to maximize loading efficiency.
- Ensured compliance with FIFO(First-in, First-out) practices and workplace safety policies.
- Coordinate with transporters to assign delivery routes and schedules based on order priorities.
- Ensured timely truck release before night road closures, especially during night shifts.
- Dispatched materials with specified sales order quantities and tolerances.
- Conducted inventory management tasks, including daily cycle counts, stock updates, and reconciliation of production sheets with Oracle entries.
- Supervised warehouse staff and forklift operators, managed monthly time sheets for supplier labour, and monitored pallet stock levels.
- Monitor and stock empty pallets by size per production plans, ensuring availability and no damage.
- Provided end-of-shift reports to track delivery and dispatch statuses.
- Scheduled warehouse helpers and ensured timely container loading based on dispatch timelines.

**Leadech Industrial Services-Chennai, India
Logistics Supervisor**

Feb 2015 - Feb 2022

Key Responsibilities:

- Monitored inventory levels daily, ensuring all products were properly stored, packaged, and available to meet production and dispatch schedules.
- Ensured wire mesh and layering materials remained clean and undamaged per production agreements.
- Streamlined material flow across departments, preventing stockouts through accurate monitoring of goods movement and inventory turnover.
- Identified material shortages and coordinated timely replenishments to align with production and delivery timelines.
- Arranged vehicle logistics for the return of reusable packaging materials, reducing reliance on carton boxes.
- Reduced cardboard box usage by 70% and ensured the use of reusable packaging materials consistently.
- Collaborated with the R&D team to implement new solutions for reusable packaging that reduced the cost associated with cardboard boxes.
- Developed and executed efficient logistics strategies, streamlined material flow to meet operational goals and delivery targets.
- Submitted the monthly bills to customers for payment clearance. Tracked the return shipment transporters' GPS and updated the vehicle running status for customers.
- Managed and executed efficient logistics strategies to meet operational goals and delivery targets.
- Oversaw loading, unloading, and sorting of supplies to maintain consistent delivery timelines.
- Maintained accurate logs for damaged goods, back orders, and regulatory compliance reporting.
- Compiled and presented weekly operational status reports detailing material shortages, logistical performance, and key challenges.