

Harikrishnan A R

WAREHOUSE ADMINISTRATOR

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PROFESSIONAL SUMMARY

Warehouse professional with strong foundation in logistics and inventory management. Skilled in optimizing warehouse operations and implementing best practices to enhance efficiency. Known for collaborative teamwork and adaptability in dynamic environments, ensuring reliable and results-driven performance. Proficient in using warehouse management systems and maintaining meticulous records.

WORK HISTORY

Hellmann Worldwide Logistics LLC - Warehouse Administrator (Hellmann Indu Chemical)

*Dubai, United Arab Emirates
01/2025 - Current*

- Oversaw annual physical inventory counts, reconciling discrepancies quickly to maintain up-to-date stock information for all products.
- Facilitated communication between different shifts within the warehouse team, ensuring seamless handovers of responsibilities and duties each day.
- Enhanced customer satisfaction levels with timely order fulfillment and accurate inventory tracking.
- Supervised a team of warehouse associates, delegating tasks effectively to ensure smooth daily operations.
- Maintained accurate records of incoming shipments, ensuring proper documentation for customs compliance purposes when necessary.
- Managed daily warehouse operations, ensuring adherence to safety regulations and maintaining a clean work environment.
- Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.
- Improved delivery plans with strong scheduling knowledge, organizational skills, and route development expertise.
- Reduced worker accidents by implementing improved safety standards and monitoring procedures.

Hellmann Worldwide logistics LLC - Warehouse Administrator (Ford PDC)

*Dubai, U.A.E
02/2023 - 12/2024*

- Maintained accurate records of incoming shipments, ensuring proper documentation for customs compliance purposes when necessary.
- Organized records of vehicles, schedules and completed orders.
- Proactive and appropriate communication via email, phone and in

WEBSITES, PORTFOLIOS

- linkedin.com/in/hari-krishnana-r-28ar
- <https://bold.pro/my/harikrishnanar/250616153301/420r>

EDUCATION

*01/2017
Bharathiar University
Coimbatore , India*

MBA - Shipping & Logistics and Marketing

*01/2015
Mahatma Gandhi University
Kottayam, India*

B A - Economics

LANGUAGES

English
Malayalam
Tamil
Hindi

SKILLS

Logistics coordination
Customer care
Logistics oversight
Safety standards
Operations planning
Workforce management
Cycle counting
Warehouse management systems

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|--|---|
| <p>person with customers, suppliers, transport companies and internal departments</p> <ul style="list-style-type: none"> • Entering BOE for Air, Sea and Express shipments • Create and provide required documentation (Packing list, delivery note etc.) • Keeping stock control systems up to date and ensuring inventory accuracy in line • Ensure correct and accurate data entry and report creation on daily, weekly and monthly basis • Manage occupational health and safety procedures • Maintain files on all shipments • Invoicing of all outbound shipments on daily basis. • Collaborated with other departments to address any logistical concerns or challenges promptly. | <p>Loading and unloading</p> <p>Transportation scheduling</p> <p>Dispatch coordination</p> <p>Inventory and stocking</p> <p>Order fulfillment</p> <p>Logistics coordination</p> |
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Mahmayi Office Furniture LLC - Warehouse Administrator

Dubai, U.A.E

09/2022 - 02/2023

- Handling amazon seller flex and vendor flex
- Organizing and maintaining inventory and storage area
- Interface with customers to answer and solve problems
- Maintain items record, necessary documents
- Coordinate activities with other departments
- Ensure shipments and inventory transaction accuracy
- Ensuring that warehouse staff members are following company policies
- Performing a daily inspection of the warehouse ground
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures of the company guidelines
- Schedule and oversee warehouse team to meet the demands of the fulfillment center.
- Improved delivery plans with strong scheduling knowledge, organizational skills, and route development expertise.

Ecom Express Ltd - Operations Executive

India

02/2018 - 12/2021

- Responsible for activities related to Transportation, Stock control and flow of goods
- Co-ordination with Transporters and head office for logistics operations
- Maintain warehouse staff by recruiting, selecting, orienting and training the employees
- Handling and cross checking the documents of shipments
- Plan manpower requirement
- Coordinating with internal team
- Preparation and maintaining of soft copies of various reports such as inbound and outbound reports, Inventory stock report, union amount report

- Roster management according to the changing demand.
- Oversaw daily operations activities, ensuring smooth functioning across all departments while maintaining high-quality standards.
- Enhanced customer satisfaction by effectively managing and resolving operational issues in a timely manner.
- Managed budgets effectively while balancing competing priorities, ensuring optimal allocation of resources towards critical projects.

Opal Asia PVT LTD - Operations Coordinator

India

05/2017 - 12/2017

- Coordinated import and export documents of containers
 - Cultivated strong business relationship with customers
 - Supervision of subordinates and other staff
 - Recording of day to day transactions
 - Controls inventory levels by conducting physical counts, reconciling with data
 - Must ensure that the right containers are delivered to the customers
 - Customer issue resolution
 - Negotiation and communication with the lines for repairs.
 - Reported issues to higher management with great detail.
 - Interacted well with customers to build connections and nurture relationships.
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ACCOMPLISHMENTS

- 2020 Promotion to Operations Executive at Ecom Express Ltd
 - 2019 Got Employee of the Year Awards at Ecom Express Ltd
 - 2017 Won prizes in various sports competitions like cricket, chess
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PERSONAL INFORMATION

- Passport Number: C 7008634
 - Date of Birth: 09/19/1994
 - Gender: Male
 - Nationality: Indian
 - Marital Status: Single
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DISCLAIMER

The information contained in this CV is accurate and up-to-date to the best of my knowledge. I am committed to providing truthful and complete information regarding my qualifications and experiences. Should there be any changes or updates, I am prepared to provide revised details or further documentation upon request.