

DILSHAD MANAYIL

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Location: Currently in India | Passport No.: U3042863 (Valid until 09/08/2030)

PROFESSIONAL SUMMARY

Experienced Storekeeper and Data Entry Operator with over 7 years in warehouse and inventory management across diverse sectors including raw materials, food, frozen and chiller products, household goods, and spare parts. Proficient in logistics coordination, stock control, and ERP systems. Reliable and detail-oriented professional seeking global opportunities with immediate availability.

PROFESSIONAL EXPERIENCE**National Refreshment Company – UAE**

Storekeeper & Data Entry Operator

March 2022 – March 2024

- Managed and coordinated logistics for 18 delivery trucks with multi-category products.
- Supervised loading/unloading operations and coordinated with labor teams.
- Controlled GRV (Goods Received Voucher) processes and ensured accurate documentation.
- Conducted monthly stock-taking and maintained optimal inventory levels.
- Monitored expiration dates and implemented the FIFO system.
- Processed SIV (Stock Issue Voucher) and SRV (Stock Receipt Voucher).
- Oversaw the receipt and storage of goods from the production area.
- Organized and supervised export shipments and proper zoning of inventory.
- Inspected and recorded raw materials, production spare parts, and vehicle spare parts.
- Used Dolphin and Excel for real-time stock entries and reporting to the stock control team.

Lulu Group International – Oman

Storekeeper & Buying Coordinator

November 2014 – March 2020

- Received goods from suppliers as per Purchase Orders (POs) and verified invoices against the PO for quantity and pricing accuracy.
- Checked product description, quantity, and quality during receiving to ensure compliance with PO specifications.
- Managed staff for palletization and ensured pallets were securely wrapped and labeled.
- Used the LFS system to receive goods and generated Put Away labels, affixed to products for bin location transfer.
- Coordinated with forklift and electric pallet teams to place goods in designated bin locations.

- Monitored and managed frozen goods section ensuring proper receiving, storage, and documentation.
 - Ensured staff arranged goods according to picking lists and verified items before dispatch to trucks.
 - Maintained stock levels and coordinated timely replenishment of inventory.
 - Conducted stock audits, processed purchase orders, and managed documentation.
 - Ensured proper storage conditions for food, non-food, frozen, and chiller items.
 - Supervised unloading, quality checks, and stocking of incoming goods.
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KEY SKILLS

- Warehouse & Inventory Management
 - Procurement & Stock Replenishment
 - Raw Materials & Spare Parts Handling
 - Invoice & PO Verification
 - Frozen & Perishable Goods Handling
 - FIFO & Expiry Monitoring
 - ERP Systems: SAP (ME21N), LFS, Dolphin
 - GRV, SIV, SRV Documentation
 - MS Office: Excel, Word, Outlook
 - Stock Audits & Reporting
 - Logistics & Team Coordination
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EDUCATION

Bachelor's Degree in Economics

University of Calicut

CERTIFICATIONS & QUALIFICATIONS

- Proficient in Microsoft Office and ERP tools including SAP ME21N, LFS, Dolphin
 - Valid Indian 4-Wheel Driving License
 - Strong written and spoken English communication skills
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LANGUAGES

- English: Proficient
- Hindi: Fluent

- Malayalam: Fluent
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AVAILABILITY & RELOCATION

- Currently based in India
 - Available for immediate relocation globally
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PERSONAL DETAILS

- Date of Birth: 19 July 1989
- Marital Status: Married
- Nationality: Indian