



AKHIL ALBERT

Logistics and Warehousing Executive

• Dubai, UAE • +971 555129720 • akhilalbert@yahoo.com

Results-drive Logistics Executive with nine years of experience in the warehousing and logistics industry, particularly within the pharmaceutical and life sciences sector. Known for optimizing supply chain process and delivering seamless inbound and outbound shipments. Seeking to bring my expertise in enhancing operational efficiency and driving excellence to a leading organization focused on innovation and growth.

WORK EXPERIENCE

Logistics Executive

August 2019 – Present

TRANZONE FZE, Dubai, UAE.

Tranzone FZE is a ISO certified ISO 9001 Quality Management System, ISO 27001 Information Security, ISO 13485 for Medical Devices and TAPA certified level B Third Party Logistics Company that provide warehousing and logistics service for the pharmaceutical/life science sector.

Major duties and responsibilities but not limited to

- Receiving pre-alert of inbound shipment, documentation check coordination with suppliers for missing documentation.
- Coordination with freight forwarder shipping line for DO collection/ payment etc.
- Arrange customs clearance and transportation.
- ASN creation in system and coordination with shipment receipt.
- Arrange outbound documentation such as invoice packing list, certificate of origin, customs bill, MOH, MOCCA, MOFAIC and EOCN approvals, inspection if any.
- Handling pharmaceutical waste disposal with Dubai municipalities, application, approval, and obtaining NOC from EHS.
- Co-ordination with Freight forwarders regarding clearance.
- Ensure detailed tracking of all shipments by supervising quality, quantity, delivery time, and transport cost. Maintain records of carriers/suppliers and assess their performance against established standards.
- Plan and arrange work to achieve KPIs while delivering excellent customer service.

INVENTORY CLERK (Reporting to Warehouse Manager)

March 2015 – August 2019

TRANZONE FZCO, DUBAI, UAE

Major duties and responsibilities but not limited to

- Achieve high level of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods.
- Organize and maintain inventory and storage area.
- Ensure shipments and inventory transaction accuracy.
- Interface with customers to answer questions or solve problems.
- Maintain items record, document necessary information and utilize report to project warehouse status.
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices.
- Receiving, moving, checking and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type and also acceptable quality.

- Moving and organizing stock and monitoring stock level.
- Accurately updating all data into the computer and manual recording system.

EDUCATION

- **Certificate International Supply Chain Professional (CISCP), UAE.**
08/2022
- **Mahatma Gandhi University, India.**
Bachelor of Commerce (B.com) – Computer Application
03/2011 – 03/2014

TRAINING

- First-Aid & Fire-fighting
- Warehouse Management System
- Good Storage Practice (GSP) & Goods Distribution Practice (GDP)

IT SKILLS

- SAP Business One 10.0
- Well versed with WMS (Warehouse Management System) Infor WMS4000 & Infor SCE 10.4.4
- Sound knowledge of MS Office (Word, Excel, and PowerPoint)

SKILLS

- Teamwork
- Customer Service
- Ability to work well with others

DECLARATION

Myself Akhil Albert here declare that the information contained herein is true and correct to the best of my knowledge and belief.