

CURRICULUM VITAE

- **NAJMUL AZAD**
- **Email: azadbsc1998@gmail.com**
- **Contact no: +971 547206526**
- **ADDRESS: AL MUTEENA, DEIRA**



OBJECTIVE

Experienced Logistics/Materials Supervisor with a proven track record of cost containment and productivity improvement seeking a professional position with a company that can best utilize my skills and background.

CORE OF QUALIFICATION

Shipment coordination, Dispatch Management, Invoice Preparation, Third- party logistics coordination, Supply chain management, Warehouse Management (WMS) adept, Warehousing Process knowledge, Stock Management, Coordination, Data entry, MS Office Suite.

EDUCATIONAL QUALIFICATION

- B.Sc., Information Technology - Annai College of Arts and Science, Kumbakonam, India
- Hardware and Computer Networking - Annai College of Arts and Science, Kumbakonam, India

WORK EXPERIENCE

- **SINOTRANS MIDDLE EAST COMPANY (JAFZA DUBAI) MARCH 2020 – PRESENT**

- ❖ Warehouse Supervisor**

- I have a work experience in various department (picking / Receiving / put-away / Bin management and Document team)
- Train new Warehouse operatives within the area of responsibility
- Assist in running an efficient warehouse operation which is able to fulfil operational and customer demand and meet set targets
- Monitor outbound operations, including loading, offloading, racking, locating goods, and picking. Track and analyze key performance indicators (KPI's) of each employee in the department to ensure productivity and efficiency. Plan and coordinate work schedules in advance to streamline operations upon shipment arrivals. Conduct regular meetings with the team to ensure smooth workflow and address any challenges. Attend weekly meetings and provide comprehensive reports on the efficiencies of the departments under my supervision. Utilize Warehouse Management System (WMS) to manage inventory and streamline warehouse processes. Monitor inbound and outbound orders, ensuring proper balance and optimizing order fulfillment ratios.

➤ **BISMI AUTOMOTIVE SPAREPART, KUMBAKONAM, India. - June 2018 – Sep 2019.**

- Held overall responsibility for warehouse operations, overseeing and providing directions to the warehouse team for daily tasks. Demonstrated the ability to handle pressure and workload responsibly, consistently achieving successful outcomes. Trained the warehouse team on proper material handling techniques to ensure a smooth workflow. Maintained effective communication with the Sales and Logistics departments regarding work in progress and warehouse workload. Provided regular verbal and written reports directly to the company owner. Contributed warehouse techniques and ideas to management for improved workflow and storage efficiency. Tracked and monitored inventory items using the SAP Inventory Management System. Conducted annual stocktaking to ensure accurate inventory records.

SKILLS

- ❖ INVENTORY MANAGEMENT SYSTEM (IMS)
- ❖ PROBLEM SOLVING
- ❖ TRANSPORT MANAGEMENT SYSTEM (TMS)
- ❖ WAREHOUSE MANAGEMENT SYSTEM (WMS)
- ❖ TEAM WORK
- ❖ SHIPPING AND RECEIVING
- ❖ SAFETY PROCEDURES
- ❖ CUSTOMER SERVICE

LANGUAGES KNOWN

- ❖ ENGLISH
- ❖ TAMIL
- ❖ MALAYALAM
- ❖ HINDI

PERSONAL INFORMATION:

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|---------------------|---|---|
| NAME | : | NAJMUL AZAD |
| FATHER'S NAME | : | NOWSATH ALI |
| AGE & DATE OF BIRTH | : | 29/01/1998 |
| GENDER | : | MALE |
| NATIONALITY | : | INDIAN |
| RELIGION | : | MUSLIM |
| MARITAL STATUS | : | MARRIED |
| ADDRESS | : | 3/C Hijarath Nagar Thirubuvanam Tamil Nadu India |

PASSPORT DETAILS

Passport No : P8431265
Place of Issue : TIRUCHIRAPPALLI
Date of Issue : 05/04/2017
Date of Expiry : 04/04/2027

DECLARATION

I hereby declare that all the details furnished in the above applications are true to the best of my knowledge and belief.

Place: DUBAI

Yours Faithfully,

Date : 03 / 12/ 2024

(NAJMUL AZAD)