

# RESUME

**Name:** Sayyad Samaryab Ali

**Local Address:** Building No.04, Flat no 106, Discovery Gardens, Dubai, U.A.E.

**D.O.B.** July 31, 1979

**Marital Status:** Married

**U.A.E. Driving License**

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**VISA STATUS: VISIT VISA (VALID TILL: 30<sup>TH</sup> June 2025) (CAN JOIN IMMEDIATELY)**

**SUMMARY:** Total years of experience 23+ Years, Including 13+ years UAE Exp.

**Master's in business administration (M.B.A.) with 23+ years** of experience in the Field of **Supply Chain/Logistics & Warehouse Management**, production planning control & Distribution for Manufacturing and FMCG Companies. Involved in Management for Warehouse/Logistics and Operational, distribution activities.

## PROFESSIONAL EXPERIENCES

1. **Company:** - Al Barakah Dates Factory L.L.C. (**Leading Exporter and Manufacturer of Dates and its bi products (Date Paste, Date Syrup, Date Sugar & Date Bars)**)

**Position Held:** Assistant Manager Logistics & Supply Chain.

**From – 03<sup>rd</sup> April 2019 to Dec 2024 (5 Years).**

- Preparation of the complete documentation for Letter of Credit (LC Documents)
- Documentation of CFR/CIF/FOB/EXW/FCA Shipments for around 26 countries across the world.
- Negotiating for the best Quotation from the shipping Lines and freight forwarding Companies for Land/sea and air shipments.
- **Work on Dubai trade software making inbound/outbound/BOE, Export Declarations using E-Mirsal II for Dubai Customs and documentation.**
- Following up with the customer till the shipment reaches to destination until smooth clearance of the shipment.
- Planning and managing logistics, warehouse, transportation, and customer services.
- Strategically plan and manage logistics, warehouse, transportation, and Shipping arrangements.
- Directing, optimizing, and coordinating full order cycle.

2. **Company:** - Signtrade International FZCO Dubai (U.A.E.) (**Leading Wholesaler and distributor of Signs Materials & Media Printing Machines.**)

**Position Held:** In Charge Warehouse & Logistics (Shipments Clearing/In Bound/Outbound/Import & Export, Warehouse Management)

**From – 1<sup>st</sup> June 2015 to 31<sup>st</sup> March 2019 (4 Years)**

### **Rolls & Responsibilities: -**

- Warehouse management, Inventory Management, Material handling, Shipment Processing, Local and Export.
- Documentation of all Export/local orders & materials dispatch - Handling & organizing Stores material, Incoming Materials, Customer complaints etc. Handling manpower, delegate and establish work priorities - Implement effective logistics in the stores including maintaining stock level, efficient dispatch procedures. - Handling Dispatch procedures including routing, Loading, Packing etc. - Coordinating & following up on Orders, Order Acknowledgement, Material Reports, and other internal logistics activities.
- Liaising with customers, suppliers, and transport companies to ensure that delivery deadlines are met.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Manage stock control: the self-assured receipt, storage, retrieval, and timely delivery of goods; shipment loading & transferring; document recording and data entry into system.
- **Work on Dubai trade software making inbound/outbound/BOE, E-Mirsal II for Dubai Customs and documentation.**
- **Oversee Inventory /stock control and Keep stock control systems up to date. Able to calculate minimum, maximum, reorder level for the smooth inventory management flow to avoid the over/under stocking.**

### **3. Company: - Atiq & Liusie General Trading Co. L.L.C. Dubai (U.A.E.).**

**Profile: In charge Warehouse, Packaging and Distribution (Supply Chain) (Foodstuffs).**

**From – 1<sup>st</sup> May 2011 – till 31<sup>st</sup> May 2015 (4 Years)**

### **Rolls & Responsibilities: -**

- Warehouse management, Inventory Management, Material handling, Shipment Processing, Procurement and Planning.
- Material Sales & Dispatch activities in the finished goods stores - Documentation of all Export/local orders & materials dispatch - Handling & organizing Stores material, Incoming Materials, Goods Return, Customer complaints etc. - Handling manpower, delegate and establish work priorities - Implement effective logistics in the stores including maintaining stock level, efficient dispatch procedures. - Handling Dispatch procedures including routing, Loading, Packing etc. - Coordinating & following up on Purchase Orders, Order Acknowledgement, Material Reports, and other internal logistics activities.
- Dealing with the Municipality Inspectors and fulfilling the requirements as per the Dubai Municipality guidelines.
- Manage stock control: the self-assured receipt, storage, retrieval, and timely delivery of goods; shipment loading & transferring; document recording and data entry into system.
- Knowledge of storekeeping procedures, Warehouse Management, Lean Practices. Control the transfer of Packed (Promotion pack) goods from the Warehouse to the customers ensuring that the quantities agree with the computer records.
- To oversee the efficient receipt, storage, and dispatch of a wide range of goods, handles and maintains shipment schedules and container transit reports.
- Oversee Inventory /stock control and Keep stock control systems up to date. Able to calculate minimum, maximum, reorder level.
- Proper follow up for the in-transit goods and coordinating with the salesmen and check the rotation of goods on a FIFO basis.

### **4. Company: - Mirza International Limited (INDIA) (India's Leading Leather and shoe Manufacturer)**

**Profile: Manager Production & Planning Control (Leather & Shoe Manufacturing Unit)**

**From 1<sup>st</sup> Nov 2000 till 30<sup>th</sup> April 2011**

### **Rolls & Responsibilities: -**

- Preparing the Production Schedule and follow up with production to match the deadlines.
- To Monitor and control the production as per the maximum efficiency of the production plants.
- Supervision of Work and ensuring the work to be completed in the given time frame with the full output of the production as per the consumption demand from the production line.
- Maintaining all the correspondence and keeping the document records as per the ISO Standards.
- Procuring the raw material for smooth production running and maintaining the minimum cut off material to avoid the production loss and excess inventory.
- Arranging the meeting with the Staff Members and the workers to understand their problems and sort out the issues if any.
- Providing the monthly production report of all manufacturing plants to the management.

#### **Computer Skills:**

1. Word Processing	:	MS-word.
2. Data base Packages	:	MS-excel & MS-access.
3. Presentation Package	:	MS-power point.
4. Accounting Package	:	Tally ERP, JD Edwards,E-Mirsal I & II
5. Software Operating	:	Java Script / SAP / ERP Packages / e-Promise / Falcon / Comrade

#### **Strength and Expertise:**

Excellent analytical, interpersonal & communication skills.

Determined, hardworking and challenge taker.

Ability to work under pressure & to achieve targets.

Capacity to multitask manage numerous, often competing priorities with ease.

#### **Educational Qualifications**

- Bachelor of Science (**B. Sc. Honors**) from Kanpur University, 1999.
- One year **Diploma in Computer Applications** from **Government Polytechnic Unnao**.
- Master of Business Administration (**M.B.A.**) Supply Chain Management in 2004.
- Six-month diploma course in Certificate in Computing (**CIC**) from **SHCC Lucknow**.
- Post Graduate Diploma in Management (**PGDIM**) From **IGNOU**
- Six months Training in Application Software from **Data man Computer System**.
- Attended classroom training imparted by **JDEdwards & AS/400** Professionals.
- Attended the training for food processing Industries by **Food Processing Dept. U.P. State Govt. Lucknow** (In collaboration With Uttar Pradesh Govt. Nodel Agency).

#### **Personal Details**

Date of Birth	:	31 <sup>st</sup> July 1979
Name	:	Syed Samaryab Ali
Passport No.	:	P-1955072

I hereby declare that the above particulars given by me are true to the best of my knowledge and references can be produced on demand.