






CONTACT ME AT

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SKILLS SUMMARY

- ERP
- Inventory Management
- MS Office
- Management Information System
- Warehouse Management System
- Fleetio

PERSONAL DETAILS

-  DOB : 04-02-1994
-  Nationality : Indian
-  Marital Status : Married

MONU M DEV

CAREER OBJECTIVE

To work in a healthy, innovative, and challenging environment extracting the best out of me, which is conducive to learn and grow at a professional as well as personal level thereby directing my future endeavors as an asset to the organization.

WORK EXPERIENCE

INVENTORY ADMIN

CAFU, Al Quoz Industrial area 2 | March 2024 - Present

MAJOR RESPONSIBILITIES

- Assist in the procurement of parts and materials by coordinating with suppliers, obtaining price quotes, and processing purchase orders.
- Ensure that purchase orders are accurately documented, and deliveries are tracked.
- Interact with vendors to inquire about order status, lead times, and other related matters.
- Assist in the receiving process, verifying the accuracy of delivered parts and materials.
- Maintain accurate inventory records, including part numbers, descriptions, quantities, and locations.
- Update inventory databases or systems to reflect changes in stock levels, such as additions, disposals, or adjustments Manage inventory database.
- Conduct regular cycle counts or physical inventory checks.
- Organize and maintain all relevant parts and inventory documentation, including invoices, packing slips, and shipping documents.
- Ensure that parts are readily available to support maintenance activities. • Generate reports on inventory levels, turnover rates, and other relevant metrics.

LOGISTICS COORDINATOR

GLS Services FZE, Al Hamriyah | August 2023 - March 2024

- Coordinate and monitor supply chain operations.
- Coordination of client engagement, meeting and travel logistics.
- Validating commercial documents such as proposals, bids, invoices and BOE preparations.
- Visualize and facilitates logistics of the warehouse, transportation and customer services.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

- Communicate and negotiate with the manufacturer, suppliers, vendors and retailers.
- Maintain accurate and consistent records.
- Manage inventory database.

LOGISTICS COORDINATOR

Aramex Emirates LLC | October 2020 - August 2023

- Receive and process warehouse stock products(pick, unload, label, store).
- Collect and send invoices to the appropriate department.
- Perform daily cycle count for inventory accuracy.
- Move inventory and materials across facilities.
- Sort, organize and store inventory in the proper location.
- Prepare and complete orders for delivery.
- Doing QC of the processed orders and hand over to dispatch.
- Update WMS by uploading request and shipped confirming.
- Receiving and issuing the stocks and update them in the system.
- Making the process in Win cash system and confirm the order for delivery.
- Preparing daily reports at the end of the day.

EDUCATIONAL HISTORY

NOORUL ISLAM COLLEGE FOR HIGHER EDUCATION

Master of Business Administration | 2016 - 2018

- CGPA 7.2
- Supply chain Management/ Human Resource

P S N COLLEGE OF ENGINEERING AND TECHNOLOGY

Bachelor of Engineering | 2012 - 2016

- CGPA: 6.96
- Computer science and Engineering

ACHIEVEMENTS

Aramex Emirates LLC

Employee of the month - February 2022