

Mr. ABDULLA ARIF K.M

Operations Team Leader & Administration Professional

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CAREER OBJECTIVE

Dedicated and detail-oriented accounting and logistics professional with over 8 years of progressive experience in financial management, warehouse operations, and team leadership across diverse industries and geographies. Adept at driving process improvements, maintaining high inventory accuracy, and ensuring compliance with operational standards through effective use of ERP systems like Oracle, Manhattan, ME.WMS, and accounting platforms like Tally and QuickBooks. Seeking a challenging role in a dynamic organization where I can leverage my expertise in finance, warehouse management, and team coordination to contribute to operational excellence and organizational growth.

EDUCATION

Master of Commerce (M.com) - 2018

From Indira Gandhi Nation Open University, Karnataka, India

Bachelor of Commerce (B.com) - 2016

From Kannur University Kerala, India

Certified Public Accountants (CEPA)

Professional (School of Accounting, Kerala)

CAREER CONTOUR

STRENGTH & COMPETENCIES

- ❖ 8+ years in Supply Chain, Warehouse Operation and Finance
- ❖ Proven ability to lead teams and implement solution
- ❖ Proficient in WMS, ERP software's Oracle, SAP, Manhattan, ME.WMS, Microsoft 360, Tally and quick books
- ❖ Strong communication skills with 4 Language
- ❖ Finance and Administrative quality
- ❖ Perform under work pressure

CEVA LOGISTICS (SHEIN Operation)

Account Handler (Warehouse Operations)

Sep-2024- Present

- ▽ **Led and managed a team of 60+ Hourly Contract Staff (HCS)** across inbound, outbound, and ICQA operations, ensuring smooth execution and adherence to daily performance KPIs.
- ▽ **Handled inbound logistics**, including shipment receiving, put away, and resolution of discrepancies, supporting accurate stock intake and ME.WMS updates.
- ▽ **Achieved 99.95% inventory accuracy** through rigorous cycle counting, slot audits, and variance resolution in line with ICQA standards.
- ▽ **Oversaw outbound operations**, coordinating accurate order picking, packing, and dispatch while meeting strict SLA and quality standards.
- ▽ **Utilized ME.WMS software** for real-time inventory tracking, task assignment, and stock movement management across all departments.
- ▽ **Prepared and submitted daily, weekly, and monthly** reports on inventory, order flow, and team productivity to warehouse leadership and client stakeholders.
- ▽ **Ensured adherence to SHEIN and CEVA's operational, safety, and quality standards**, supporting audits and driving continuous process improvement.

ALPHAMED GENERAL TRADING (AL KHAYYAT INVESTMENT)

DIP, DUBAI-UAE

Team Leader (*Warehouse Operations*)

June-2020 – July – 2024

- ▽ Managed goods receipt vouchers (GRVs) and credit notes with meticulous attention to detail, ensuring all entries were accurate and complete.
- ▽ Led a team of **35 warehouse personnel**, driving a culture of safety, compliance, and productivity, resulting in a **15% increase in daily KPIs**.
- ▽ Directed the entire returns process, collaborating with customers to ensure seamless execution and prompt resolution of any issues.
- ▽ Successfully increased **Daily KPIs** by implementing streamlined processes within **Oracle** and **Manhattan**, while maintaining strict adherence to **safety and quality standards**
- ▽ Facilitated smooth communication between the sales team coordinators and customers to ensure timely collection and dispatch of goods according to customer requirements.
- ▽ Conducted precise van stock counting and reconciliation, with system adjustments to maintain accurate records. Ensured inventory management adhered to pharmaceutical safety standards, including temperature control and product integrity.
- ▽ Prepared and submitted detailed monthly and daily reports, incorporating safety checks and compliance audits to ensure the warehouse met all regulatory requirements.

EASTERN WINGS EQUIPMENT LLC. Dubai, UAE, Assistant Accountant

Feb-2019 – Jan-2020

- ▽ Managed both **manual and computerized accounting systems**, including banking transactions, ensuring accurate records of purchases and sales.
- ▽ Conducted **bank reconciliation, voucher checks, ledger updates**, and maintained up-to-date bank statements.
- ▽ Monitored and followed up on **receivables and payables**, ensuring accurate reconciliation of debtor and creditor accounts.
- ▽ Prepared **invoices, purchase orders, and accounting statements**, supporting financial accuracy and compliance.
- ▽ Managed **petty cash** operations, including day-to-day management, month-end reports, payment follow-ups, and cheque preparation.
- ▽ Compiled and finalized **monthly collection reports**, monitoring financial transactions and ensuring alignment with financial objectives.

MANISH & ASSOCIATE. AUDITING – Kerala, India, Junior Accountant

Aug-2016 – Feb-2019

- ▽ **Managed manual and computerized accounting systems** and day-to-day banking transactions, ensuring financial accuracy.
- ▽ **Reconciled grant accounts** for fund tracking and regulatory compliance.
- ▽ **Utilized accounting software** (QuickBooks, Tally, Sage, Wings) and **Microsoft Excel** for financial reporting, data entry, and analysis.
- ▽ **Prepared financial reports**, including balance sheets and cash flow statements, for management review and planning.
- ▽ **Managed administrative operations and travel logistics** with efficiency and attention to detail.
- ▽ **Delivered professional customer service and maintained accurate financial records**, ensuring prompt issue resolution, data integrity, and client satisfaction.

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 05th August 1994
Marital Status : Married
Visa Status : Employment Visa
Languages : English, Hindi, Tamil & Malayalam