

# ABDUL RAHIM

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## Profile Summary

Dedicated and results-driven supply chain professional with 7+ years of experience optimizing logistics operations, managing inventory, and enhancing supply chain efficiency who thrives in dynamic, challenging and fast-paced professional environment. Seeking to apply for management position to drive long-term company growth and success.

### Expertise

Warehouse Management Systems	Inventory Management	Supply Chain Management
Order Fulfilment	Time Management	Data Analysis and Reporting
Oracle, ERP and SAP expertise	Logistics Planning	Cycle Counts
FIFO Analysis	Project Management	Team Leadership
Problem solving	Documentation procedures	Customer Service Oriented
Quality Assurance	Health and Safety Compliance	Reliable point of contact
Result Oriented	Communication	Manpower Planning

### Technical Experience

#### Administrator – Warehouse & Logistics

Mar 2019 – Dec 2024

IFFCO Group, Ajman, UAE

(Manufacturers of multi-Food and Beverage Solutions)

#### Key Result Areas:

- Manage warehouses in a fast pace and manufacturing environment.
- Supervising daily inbound and outbound Warehouse operations and ensuring completion of all admin tasks and documentations.
- Supervise the delivery of materials and supplies to all group and non-group customers upon schedule or request, make emergency deliveries if needed and ensure accuracy and order fulfilment.
- Review orders to determine if they are picked and scheduled properly.
- Expediting solutions concerning logistics/ Warehouse, Inventory discrepancies, document irregularities, etc.
- Conducting inventory control through cyclical stock counts to maintain stock integrity and ensuring compliance as per client and internal requirements.
- Managing Inventory Quality, Stock turnover Ratio, Stock Ageing, Inventory Accuracy, and Pick & Ship Accuracy.
- Cross-functional co-ordination with Sales, Planning, Purchase and Production dept. for efficient warehousing operations.
- Adherence to FIFO in inventory management policies.
- Maintaining and complying with Security and QHSE policies.
- Ensuring effective space management.
- Handling and following up on customer's orders, enquiries, shipment and delivery monitoring.
- Planning and organizing export deliveries and ensuring timely preparation of relevant documentation.
- Ensure warehouse equipment's are maintained properly on regular basis.
- Optimum utilization of company owned trucks.
- To accurately identify and count stock materials as listed on the cycle count list.
- Hygiene Standards: scrutinize hygiene of the warehouse to comply with the company's standard. Ensure safety and security of the stock in warehouse
- Manpower Management: Leading a team of 32 staff (including Hired labours) identifying needs and providing relevant training for all team members. Motivate, guide, coach and empower team members to achieve and perform effectively as a team.

**Administrator – Spare Parts Management**  
**Capgemini India Pvt Ltd, Bangalore, India**

**July 2016 – July 2018**

**Key Result Areas:**

- Carry out authoring on the work orders as per customer specifications.
- Creation and reviewing bill of material for Line Maintenance Parts by referring Illustrated Parts Catalogue.
- Preparation of Consumable material list for different Cage codes.
- Performed Part Number migration from Product Office to Part Number Product Support.
- Updated the database in SAP, Production Planning module environment.
- Creation and updating the Customer Oriented Changes of PN and Suffix PN in MADAME.
- Extraction of Line Maintenance Parts from CMM and create Assembly BOM for the same in SAP.
- Carry out the control/final control on work orders as per Quality Management System.

**Administrator – Warehouse & Logistics**  
**Jetwings Technologies, Bangalore, India**

**Jan 2016 – June 2016**

**Key Result Areas:**

- Prepare valid document against goods received (GRN or GRIR).
- Managed entire domestic dispatch related operations.
- Receives & inspects all incoming materials & reconciles with purchase order/DO.
- Managing transportation & Delivery scheduling.
- Allocating space for storing good seeing that there is maximum utilization of space.
- Ensuring the application (FIFO) method in issuance of stock to reduce wastage.
- Making Variance and Wastage Report Daily basis.
- Significantly involved in:
  - Supplier Relationship Management.
  - Route Planning & 3PL Management.
  - Mode of transportation handling.

**Technical Skills**

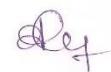
- Well versed with
  - Oracle ERP, MIS, SAP & Microsoft Office Suite
  - TAKSY, ZAMIZ, Airbus Supply, NACRE, ICC CADB & SB COMP
  - Basics in CAD and CAE tools

**Personal Details**

Education	Bachelor's degree
Languages Known	English, Urdu, Tamil and Hindi
Nationality	Indian
Passport	B8038347 [Valid up to Jan 2034]
Visa status	Visit visa [Valid up to 14-July-2025]

**Declaration**

I hereby declare that all the information provided above is true and accurate to the best of my knowledge.



Abdul Rahim