



ARUN MR

Warehouse Supervisor

I am responsible for ensuring the proper warehouse operations and safety procedures.

amr9744@gmail.com

+971507029604

New East General Trading Accomodation, DIP-2

EXPERIENCE

Dispatch Team Leader (07 Dec 2022 Present)

New East General Trading – Jabal Ali Freezone

- On time processing and dispatch of orders with accordance to the cut off timings.
- Reporting pending order details with logistics.
- Conduct daily meeting to discuss issues related warehouse activities.
- Preparing incident reports and report any quality or inventory discrepancy issues.
- Conducting customer claim investigation and submit analysis report time to time.

Shift Engineer

Steelmax Rolling Mills Ltd

03/2021 - 07/2022 Palakkad, Kerala, India

STEELMAX company is one of the leading Steel TMX bars manufacturers.

- supervising subordinates and improving production yield.
- Making daily production and sales report in excel format.
- Implementing QA & QC procedures.
- Control over the unsafe practices in the site.
- Drawing up production schedules and budgets for projects.
- Auditing monthly maintenance.
- Order management including receiving, packing and shipping goods.
- Keeping accurate inventory records.

Contact: Mr Hari Kumar - Sr manager operations - +919387327077

Shift Supervisor

Midas Treads 02/2017 - 11/2020 Kottayam, Kerala

The Midas Treads group manufactures pre-cured tread rubber and other raw materials.

- supervises subordinates and making a good communication with all departments.
- Daily stock checking and production planning.
- Monitoring preventive and monthly maintenance.
- Making production and sales report.
- Warehouse management

Contact: Mr Jinson k - Sr Pro Engineer - +919447703381

Salesman (Vellookunnel Agencies) 2013-2014 - Works as a salesman in home ablliance's shop

EDUCATION

Diploma in Mechanical Engineering

St Antony's Institute of Engineering

08/2014 - 08/2016, Pala, Kerala

Board Of Higher Secondary Examination

S V R V NSS HSS, Vazhoor

03/2011 - 03/2013 Kottayam, Kerala

SKILLS

- Excellent knowledge in WMS – LFS
- Team player.
- MS Office and Excel
- Training and supervision of subordinate employees.
- Good in email communications (Outlook / Gmail).
- Verifies the dimensions of equipment's or parts ordered to ensure accuracy and unnecessary waste of downtime.
- Ability to multi task effectively.
- Relate well to people from variety of cultures and socio-economic condition.

VOLUNTEER EXPERIENCE

National Service Scheme Organization 03/2011 - 03/2013, Kottayam, Kerala, India.

LANGUAGES

Malayalam	Full Professional Proficiency
English	Full Professional Proficiency
Hindi	Full Professional Proficiency
Tamil	Full Professional Proficiency

INTERESTS

- Literature
- Mechanical Maintenance
- Yard Management
- Store Management