

RESUME

ZAYAD FAZAL.NISSAR

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Dubai - United Arab Emirates



- **Tourist Visa Valid Till - 03/07/2024**
- **Valid GCC(Qatar) Driving License - Manual**

Career Objective:

A flexible, driven, and devoted professional with over eleven years of experience in **supply chain management, warehousing, and procurement (buy)**. eager to advance in a demanding position in the **construction, infrastructure, FMCG, F&B, E-Commerce, and medical industries**. an effective communicator on all levels.

Educational Qualification

- SSLC – Secondary School
- Higher Secondary (10+2)
- ERP- Logistics & Inventory App- ICS Institute India.
- B. Com (Bachelor Degree)- General - Business

Technical Skills

- Microsoft Office- Up to date
- WMS - Warehouse Management Systems - ERP
- Oracle, Cargo Net, SAP - Logistics & Warehouse Modules.

Language Skills

English, Malayalam, Arabic, Hindi, Tamil.

Nationality - Indian.

DOB-08/04/1992.

VISA Status - Tourist Visa - Two Months - Extendable.

UAE Work Experience:

- **Express Way Freight LLC - Dubai UAE** - Assistant for Logistics and Warehousing Operations in the FMCG and F&B Sectors, September 2016-October 2017.

Work Responsibilities:

- **Inventory Management**: Responsible for maintaining accurate records of inventory levels, tracking stock movements, and conducting regular inventory audits.
- **Warehouse Operations**: Assists in the day-to-day operations of the warehouse, including receiving, storing, and shipping goods efficiently.
- **Logistics Coordination's**: Supports the logistics coordinator in coordinating transportation, scheduling shipments, and ensuring timely delivery of goods.
- **Order Processing**: Helps in processing incoming orders, verifying order accuracy, and preparing orders for shipment.
- **Supply Chain operations**: Assists in managing the supply chain by coordinating with suppliers, monitoring procurement activities, and optimizing inventory levels.
- **Data Entry Clerk**: Responsible for accurately inputting data related to shipments, inventory, and orders into the warehouse management system.
- **Customer Service**: Provides assistance to customers regarding order inquiries, shipment tracking, and resolving any issues or complaints.
- **Quality Control**: Supports quality control efforts by inspecting incoming and outgoing shipments to ensure they meet quality standards and specifications.
- **Safety and Compliance**: Assists in implementing safety procedures and ensuring compliance with regulations and industry standards related to warehousing and logistics.
- **Administrative**: Provides administrative support to the logistics and warehousing team, including scheduling appointments, maintaining records, and preparing reports.

Professional Experience

UCC - InfraRoad LLC - (Power International Holdings) - “Logistics Officer & Senior Storekeeper with Procurement” - 2021 Jan to 2023 May

Responsibilities.

- Project-specific centralized supply chain and material movement operations.
- Overseeing the project's logistics and transportation activities.
- Keep on arranging with logistics providers. (Equipment's, trailers, boom trucks, 3-ton pickup trucks, and so forth)
- Purchase of materials and follow-up in coordination with the procurement department
- In case of emergency purchasing materials for projects through the following **documents RFQ – Request for Quotation, Supplier agreement, Purchase Order, Contract Terms & Conditions.**
- Managing and Making Use of Project Manpower (For Material Handling & Logistics).
- Supervising and training junior storekeepers and warehouse staff to ensure efficient and effective operations.
- Purchased materials from the supplier and sent the necessary paperwork (MTC, COO, etc.) for examination to the quality control department.
- Adhering to the Environmental and Health Standards and Guidelines for Storage Areas and Warehouse Environments.
- Complying with the project's large- and small-scale e service and maintenance requirements.
- Material handling and storage for construction and infrastructure purpose.
- Reporting working and operation information to project management in a timely weekly and monthly manner.
- Keeping track of accounting (Finance Department) for material supplier payments.
- GRN Creation for each material that is received from a supplier.
- Annually coordinate with the head office's centralized auditing team.
- Preserving the bare minimum of inventory for every material.

MGC Group - Doha Qatar -Supply chain Assistant & Storekeeper - 2018 Jan to 2020 Dec (Hamad Medical Corp) - Qatar) Govt of Qatar.

Responsibilities.

- Complete assistance for (SCM) warehouse operations at Hamad Medical Corporation.
- The arrangements for documentation (AWB with Qatar Embassy Documents) about the importation of medical equipment for VIP patients from outside Qatar and the delivery of equipment to the end user upon the patient's self-authorization.
- Oracle Application Handling **Warehouse Management System** (HMC).
- Excellent familiarity with **Oracle GRM's** (Goods Receiving Module) for purchases abroad made.
- Setting up a road fleet to assist the movement of goods both internally and outside.
- Implementing and monitoring quality control measures to ensure that all incoming and outgoing goods meet quality standards and specifications.
- Fast moving medical items arrange for HMC's in & Outpatients as per government allotment.
- Plan stock movements for sub inventories along the whole HMC supply chain.
- Weekly requests for store products from the main HMC warehouse for outpatients.
- Managing FIFO and FEFO policies.
- Maintain a complaint log for medical items for patients and Ensuring compliance with health and safety regulations, as well as company policies and procedures related to warehouse operations.
- We have a connection between our warehouse and all HMC hospitals warehouse in Qatar.
- Managing the receipt and dispatch of goods, including verifying incoming shipments, preparing outgoing orders, and coordinating with logistics teams for transportation.
- Maintaining accurate records of all transactions, including receipts, issues, and transfers, and generating reports as required by management

I Code Technologies - Bangalore - Warehouse Operation and Documentation Support
Executive 2013 Oct - 2015 Oct (Remote Operation Support from India) - For Al Meera Hyper
Market Group Qatar.

Responsibilities.

- Overseeing and coordinating remote warehouse operations, including inventory management, order processing, and logistics coordination.
- Monitoring inventory levels remotely, conducting regular audits to ensure accuracy, and optimizing inventory turnover.
- Managing the processing of incoming orders, verifying order accuracy, and coordinating with warehouse staff to fulfill orders efficiently.
- Maintaining accurate records of all warehouse transactions, including receipts, shipments, and inventory adjustments.
- Leveraging technology such as warehouse management systems (WMS), inventory tracking software, and communication tools to facilitate remote operations effectively
- Facilitating communication and coordination between remote warehouse staff, logistics partners, and other stakeholders to ensure smooth operations.
- Implementing and monitoring quality control measures remotely to ensure that all warehouse activities meet quality standards and specifications and making sales invoice for storage charges for multi-client 3PL Warehouse operation.
- Providing assistance and support to internal and external customers, addressing inquiries, resolving issues, and ensuring customer satisfaction.
- Providing remote training and support to warehouse staff on operational procedures, new technologies, and best practices.

Objective:

- I have excellent interpersonal and communication skills, a solid understanding of all logistics concepts, and extensive experience with warehousing support approaches.
- In related disciplines like **E commerce, FMCG, F&B, medicine, and the construction and infrastructure industries**, I have strong working abilities.

Date:

Signature