

2025

WAREHOUSE SUPERVISOR



+971-505743690  
[jks7291@gmail.com](mailto:jks7291@gmail.com)

PROFESSIONAL SUMMARY

- ❖ Gained 11 years of experience in Warehouse Operation, Administration, Food Safety, Supply chain, Logistics, Inventory Management,
- ❖ Proper maintenance of physical facilities and performed adequate inventory of supplies
- ❖ Updates the computerized Inventory Records from the data supplied.
- ❖ Well versed with Oracle WMS, ERP, EDI and SAP, Net Suite.
- ❖ Expert at working as per company's policies & vision and following ISO standards.
- ❖ Resourceful in driving logistics operations as well as liaising and negotiating with the concerned department for the timely deliveries.
- ❖ System adjustments processing after approval.
- ❖ Confident, dedicated, a good motivator with problem solving skills and a team player with the ability to lead and always aiming for excellence, and result oriented with a keen eye towards perfection in delivering quality service.

EDUCATION

**Bachelors of Business Administration**

Madurai Kamaraj University, Tamil Nadu, India

**International Diploma**

Logistics and supply Chain management  
CILT UK

EXPERIENCE

**Warehouse Supervisor | Hunter Food LLC, UAE**

Sep 2024 – Present

- ❖ Supervise and coordinate warehouse staff, ensuring effective training and performance management.
- ❖ Allocate tasks and monitor team productivity to achieve daily operational goals.
- ❖ Foster a positive work environment that supports teamwork and high morale.
- ❖ Oversee the receiving, storing, and dispensing of FMCG products, ensuring accurate inventory management.

- ❖ Conduct regular stock audits, manage stock rotation (FIFO), and ensure compliance with inventory control procedures.
- ❖ Maintain accurate records of inventory levels and report discrepancies or concerns to management.
- ❖ Plan and coordinate daily workflows to optimize space utilization and streamline processes.
- ❖ Collaborate with procurement and sales teams to ensure timely replenishment of stock and fulfil customer orders efficiently.
- ❖ Manage shipping and receiving schedules while ensuring compliance with delivery and safety standards.
- ❖ Implement and enforce safety policies and procedures to ensure a safe working environment for all staff.
- ❖ Conduct regular safety training and ensure proper use of equipment.
- ❖ Ensure compliance with local regulations and company policies related to warehouse operations.
- ❖ Identify and implement process improvements to enhance operational efficiency and reduce costs.
- ❖ Monitor key performance indicators (KPIs) related to warehouse operations and report findings to management.
- ❖ Prepare and maintain accurate records and reports regarding inventory, staffing, and operational performance.
- ❖ Communicate effectively with other departments to ensure alignment on inventory management and supply chain processes.

#### **Warehouse In charge | Juma Al Majid Holding L.L.C (GULFCO), UAE**

Feb 2022 – Sep 2024

- ❖ Overseeing receiving, warehousing, and distribution operations.
- ❖ Supervising Warehouse Staff and daily activities.
- ❖ Implementing operational policies and procedures.
- ❖ Implementing and overseeing security operations.
- ❖ Ensuring effective and safe use of warehouse equipment.
- ❖ Ensuring the safety of staff.
- ❖ Motivating and disciplining staff.
- ❖ Maintaining documentation and keeping accurate records of warehouse activities.
- ❖ Maintaining awareness and knowledge of the condition and location of fleet vehicles.
- ❖ Assisting with deliveries where required.
- ❖ Communicating and coordinating with other departments.

#### **Warehouse Operation In charge | NTDE, Integrated National Logistics, UAE**

Oct 2019 – Jan 2022

- ❖ Supervise the Warehouse inventory control team.
  - ❖ Receiving import shipments from customers and arranging E-gate pass, local goods entry for customs approval to store/ship the cargo from facility
  - ❖ Resolving inventory queries from clients.
  - ❖ Identifies key issues within the department and recommended security measures.
- Cycle counts on over 3000 different part numbers, and holding 99% accuracy rate.

- ❖ Preparing daily reports and forwarding the same to higher authorities.
- ❖ Providing full support to client to complete the monthly/yearly Accounts auditing by outsiders in compliance with Govt. /External Financial Auditors.
  
- ❖ Advising the customers on best economical mode of transportation based up the volume, weight and transit time.
- ❖ Maintaining accurate inventory counts by conducting weekly cycle counts.
- ❖ Facilitating VAS (co-packing, relabeling, promotions, inventory clubbing, DMI etc.) to the client.
- ❖ Analyzing nature of orders received and instructing warehouse team in case any rework is required, temperature requirements, activities type and other special instructions if any.
- ❖ Planning, scheduling and supervising daily receiving/deliveries operations at warehouse in the absence of Warehouse Manager.
- ❖ Notifying the client in case of product damage / shortages and near expiry stock and arrange to adjust/move the inventory and claiming from supplier accordingly.
- ❖ Monitoring and analyzing weight and volume updating done by the inventory team and issuing GRN to Client accordingly.
- ❖ Updating of Stock Balance.

**Warehouse Supervisor | Agility Logistics Pvt Ltd., India.**

Nov 2017 – Dec 2018.

- ❖ Supervise warehouse floor and computer operations. Process, package and ship orders accurately
- ❖ Supervise Receiving and dispatching of materials
- ❖ The receiving materials put away to the system showing location.
- ❖ Checking and inspecting goods received and ensuring they are of accurate quantity, type and also acceptable quality.
  
- ❖ Billing: preparing invoice bills, packing list and other road permit for dispatching materials.
- ❖ Inventory control: checking system stock and actual physical stock in warehouse and monitoring daily stock counting
- ❖ Inspect products for defects and damages
- ❖ Create MIS report.

**Warehouse Executive | Brand factory, India.**

Dec 2016 – June2017.

- ❖ Receiving the goods from Vendor & verifying the quantity with Invoice.
- ❖ Arranging the same in the respective locations.
- ❖ Updating the Stock in ERP.
- ❖ Weekly & Monthly Stock Auditing & Reconciliation

**Network Engineer Trainee | Asianet Satellite Communications Ltd. India**

April 2013 – To March 2015.

- ❖ Single mode and Multimode Fiber splicing without loss, Designing & planning of the networks.

- ❖ Installation & maintenance of optical transmitter, receiver (ONU, Nodes, RPR, DRR, DRT, EDFA etc.)
- ❖ Fault tracing & clearing of Optical Fiber Networks.
- ❖ Preparing the detailed work programs, design, estimates and schedules for the proposed work.
- ❖ Familiar with Splicing Machines (Fujikura FSM-80S,70S,60S,50S), & OTDR.

## SKILLS

- ❖ MS Office
- ❖ WMS Palm
- ❖ SAP
- ❖ Oracle Inventory
- ❖ Outlook
- ❖ Net Suite

## HANDLED PRODUCT LINES

- ❖ Food items (Frozen, Chilled and Dry product-processed and non-processed)

## KEY CUSTOMER ACCOUNT HANDLED

- ❖ NTDE, Aramex, H.K Enterprises, Perfect Foods, ADMML, APL, MH Enterprises, Agility logistics, Al Tayeb, Logistica, Majid Al Futim, Spinneys, Lulu

## REFERENCES

- ❖ Milan Mathew, Senior Supervisor- Agility Logistics Pvt Ltd. 9489285179.
- ❖ Shammer, Human Resource, Brand Factory, 9745012072.
- ❖ Unnikrishnan B, Senior Engineer, Asianet Satellite Communications Ltd, Ernakulam
- ❖ Rajesh Pillai, Warehouse Manager-Integrated National Logistics DWC, Dubai, +971564032459.
- ❖ Vijayan Asirvadam, Supply Chain Manager, Juma Al Majid Holding LLC, Dubai,+971 562228453

## PERSONAL DETAILS

Passport No. : B8041238  
Visa status : Employment Visa  
Nationality : Indian  
Marital Status : Married.  
Availability : Immediately



Mar 2025