

# Rajeesh KV (DOB-1982)

## Profile

Warehouse Supervisor & Team Leader with over 15 years of experience in w  
Specializing in administrative work, Operations, Inventory & Warehouse Manage  
and optimal assistance. Known for increasing productivity and relieving worklo  
efficiency with an ability to quickly learn and navigate any computer software pr

## Area`s of Expertise

- Inventory Control
- Warehouse & Storage Management
- Efficient team and manpower management with cost control.
- 3PL Operations
- Vendor management
- Processing data, Creating Pick & Pack Lists.
- Maintaining close contact with Carriers and Freight Forwarders.
- Coordinating with planning team for ageing stocks.
- Inspecting frequently damaging products and reporting to buying team for better packing.
- Managing all processes and functions within a warehouse with compliance to the regulations and standards.
- Managing Warehouses and inventories with automated, semi-automated ERP based and Manual systems or migrating vice versa
- Assigning and evaluating the work performance of personnel assigned to management.

## Employment History

### Warehouse Assistant Supervisor, A W ROSTAMANI LOGISTICS

#### JAFZA, DUBAI

11 / 2011 - Present

- Responsible for end-to-end operation from receiving to dispatch.
- Actively managed Daily operations of 02 Warehouses. Managing team of 50+ members for warehouse operations and 10+ members for inventory Team & Data Entry Team.
- Applied 5 why's technique for problem solving and motivate team to march towards goal.
- Regular follow up with customers and stakeholders for improvement of their operation & build customer relationships, interprets customer needs and assesses their business requirements.
- Develop and build KPIs,SOPs. Monitor and analyze customer experience

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AWR - General Business



## Personal Details

Dubai,  
United Arab Emirates  
00971502282290  
[rajeesh.valappil@awrostamani.com](mailto:rajeesh.valappil@awrostamani.com)

NATIONALITY  
INDIAN

## EDUCATION:

BACHELOR-BA ECONOMICS  
2003

Diploma in Computer Hardware  
and Software,  
**CCNA, MSCE**

## Skills

Communication Skills

Ability to Work Under Pressure

Ability to work in a team

Ability to Multitask

Critical thinking and problem solving

Team leadership

Inventory

## Languages

English

HINDI

MALAYALAM/TAMIL

and delivery performance.

- Budgeting, planning, implement cost savings initiatives, projects and continuous improvement Organizing the recruitment, staff training, performance evaluation and Appraisal.
- Ensure that the ERP is maintained and operating effectively and efficiently from an inventory and logistics point of view.
- Ensure timely identification implementation of corrective action of damages or stock discrepancies.
- Ensures warehouse personnel have safe, efficient equipment to perform distribution functions smoothly.
- Conduct Toolbox Talk on Daily basis to engage and train AWR Staff for safely working.
- Handling a total area of 215000 Sq. Ft Warehouse independently by monitoring all activities of the warehouse.
- Ensuring all legal compliances are adhered. Periodic check on safety measures in the warehouse.

### **TEAM LEADER, DUBAI METRO WAREHOUSE OPERATION, DUBAI, INDIA**

11/2007 - 11/2011

- Handling multiple high-end clients and coordinating with their local and foreign stations.
- Monitoring and Conducting Periodic inventory counting.
- Delivery planning Ability work in the team as well as on the team for continuous improvement.
- Validating dispatch, sales and purchase returns and internal material transfers. Evaluating, controlling & managing vendor performance and reporting on same.
- Conduct perpetual inventory & Overall Supervision on Stocktaking process.
- Monitoring vehicle movement and on time delivery.
- Ensuring availability and delivery of right quality materials at the right time, price and terms; devising efficient logistics
- Warehouse management system to ensure delivery of the goods / shipments as per committed timelines and cost. Framing the costing & proposal for logistic solution

**Looking forward to hearing from you very soon**

**RAJEESH**