



# Selvan John

Dynamic, Expert and certified supply chain and logistics professional (Master' Degree) with an enriching cross functional experience by leading high performance teams & efficiency for over 11 years with international and multicultural exposure the companies involved in food, non-food consumable warehousing and distribution management.

## Employment History

- ✓ **Warehouse In-charge** Araaby Pvt Ltd Maldives  
**2021-09-20 - 2023-01-20**
- ✓ **Warehouse Inventory Manager** LFC Pvt Ltd, Maldives  
**2019-04-19 - 2021-06-21**
- ✓ **Warehouse Supervisor** Silver Coral Pvt Ltd, Maldives  
**2017-01-14 - 2018-11-26**
- ✓ **Store Keeper cum Purchasing** Coastline Hotel and Resort, Maldives  
**2014-02-16 - 2016-08-20**
- ✓ **Store Keeper** Kun Hyundai Auto Company Pvt Ltd India  
**2012-08-17 - 2013-10-20**

## **Education**

- ✓ MBA Supply Chain & Logistics- Anna University, Chennai India.
- ✓ BA Economics - Scott Christian College TamilNaduIndia

## **Software Skill:** QuickBooks & xero Software

## Roles and Responsibilities

### **Warehouse In-charge and Supervisor**

- Manage and control the condition and security of inventory, including proper storage, handling, disposal, transfer, cleaning and repair.
- Worked as warehouse In-charge and Supervisor different Size of warehouses 12 and 16 team members in a facility. Handled Scheduling and work instruction for a team.
- Over see and Ensure proper storage of goods in predefined location with the right coding labeling and storage condition

## **Details**

Visit Visa Validity: **30/12/2023**  
Dubai, UAE  
**+971 58 248 9274**  
**smilejohn1988@gmail.com**  
Place of birth: Kerala  
Nationality: Indian  
Passport: **V1125877**

## **Skills**

- Leadership & Communication
- Problem Solving
- Inventory control & Management
- Organizational skills
- Warehouse Management
- Knowledge of Logistics & supply chain Operation
- Staff Management
- Analytical

## **Language Skill**

**English, Hindi, Tamil, Malayalam & Dhivehi**

## **Project:** A study on Customer Satisfaction DHL Logistics

- Supervise stacking and storage of goods and maintain safety measures to preserve goods.
- Oversee receiving, warehousing, distribution and maintenance operation
- Maintain an orderly work area and ensure security and safety of the warehouse
- Maintain optimum inventory/stock levels at the warehouse
- Use computerized inventory software to keep and maintain inventory
- Planning and Delivery goods on time.
- Supervise and coordinate the receiving, unloading and assembling of inbound stock.
- Manage stock control and reconcile with data storage system
- Prepare annual budget
- Produce report and statistics regularly in/out status report, dead stock report.

## **Warehouse Inventory Manager**

- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Employs computerized inventory software to keep track of all store supplies.
- Dispose of wasted products and record waste according procedure.
- Monitor the issuing of all products according to release dates and
- Application of FIFO method.
- Prepare monthly, quarterly, half yearly annual consumption report.
- Implements improved security and storage procedures to reduce loss and theft.
- Maintain minimum, maximum reorder level of stock.
- Identify opportunities to enhance inventory management procedures and deliver reports on inventory levels to department heads and management teams

## **Store Keeper**

- Ensure proper storage of goods in predefined location with the right coding labeling and storage condition.
- Keep the inventory by monthly counting stock classification and regular reconciliation of stock.
- Dispose of wasted products and record waste according procedure.
- Monitor the issuing of all products according to release dates and application of FIFO method.
- Coordinate the loading unloading of van according to planning to ensure timely availability of products.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Ensure stock replenishment to store on time.
- Inviting quotation from different Supplier.
- When get the quotation after need to make price comparison then will Make po.
- Maintain updated records of purchased products, delivery information and invoices.