



Sujith Pereira

Contact No: +971567896797

Sujithedison123@gmail.com

SKILLS

- Good knowledge of Business Administration & Customer services.
- Ability to work under pressure in a fast-paced environment.
- Ability to complete multitasks in a timely manner.
- Good communication skills.
- WMS experience
- Strong client relationship.
- Self-Confidence
- Customer service oriented.

CAREER OBJECTIVE

- A confident, persuasive, aggressive, logistic has a professional experience, and a proven ability to create,
- Seeking a suitable challenging position that fully utilizes my experience and educational background Striving for personal growth and career path advancement.

WORK EXPERIENCE



WAREHOUSE MANAGER STARTED On 17-Aug-2020-
Oil, Additives, Lubricant & Automobile Spare parts
(Present Working)

Duties and Responsibilities:

- Strategically manage the warehouse in compliance with the company's policies and vision.
- Oversee receiving, warehousing, distribution, and maintenance operations.
- Setup layout and ensure efficient space utilization.
- Initiate, coordinate, and enforce optimal operational policies and procedures.
- Adhere to all warehousing, handling, and shipping legislation requirements.
- Develop and maintain inventory control procedures to ensure accurate stock levels. Conduct regular stock counts, reconcile variances, and update inventory systems accordingly.
- Coordinate with sales teams to ensure timely fulfillment of customer orders. Communicate with suppliers to arrange deliveries and manage stock replenishment.
- Oversee the maintenance and repair of warehouse equipment, such as forklifts, pallet jacks, and storage racks. Schedule regular servicing to minimize downtime and ensure safe operation.
- Produce reports and statistics Daily/Weekly/Monthly (IN/OUT status report, Aging stock report, Dead Stock report, etc.). Manage stock control and reconcile with data storage system.
- Prepare regular reports on inventory levels, order fulfillment, and warehouse performance. Analyze data to identify areas for improvement and implement strategies to optimize warehouse operations.
- Managing all the stock and INVENTORY accuracy.
- Receive, Unpack, Check, and shelf inbound shipments

LANGUAGE SKILLS

- English
- Malayalam
- Hindi
- Tamil

SOFTWARE SKILLS

- Comfortable with MS Office (Excel)
- Micro soft Navision (WMS)
- CRATIS ERP
- FIFO, LIFO, FEFO SYSTEM
- INVENTORY SYSTEM
- SAP MM

HOBBIES & INTERESTS

- Volunteer Work
- Travelling
- Sports

using the FIFO method.

- Ensure compliance with health and safety regulations within the warehouse. Conduct regular safety inspections, enforce best practices, and provide training on safe handling procedures.
- Ensuring that the logistics ops is functioning as per the SOP's (Standard Operating Procedures).
- To forecast the need of the department and assign / shift staff from other departments in consultation with the supervisors to optimize the work and reduce the overtime / waste of manpower.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.



WAREHOUSE SUPERVISOR RETAIL & FMCG (Food) DEC-2015-TILL JUL-30-2020

Duties and Responsibilities:

- Handling all the inbound and outbound warehouse documentation.
- Packing and marking, labeling the dispatching items.
- Controls inventory levels by conducting physical counts, reconciling with data storage system.
- Maintaining the rack system, pallets, IBC Containers.
- Preparing and maintaining the measurements of all containers.
- Keep accurate track of quality, quantity, and stock levels of products in warehouse.
- Work with other supply chain team members and sales team to coordinate receiving and delivery of products.
- Supervise Delivery Support Workers in loading and unloading products in a safe manner.
- Prepare and deliver warehousing reports.
- Handling all the quires packing and labeling the E-commerce platform.
- Managing the export and import documents from the origin and destination.
- Arranging the documents for Air, land, Sea shipping documents.
- Monitor warehouse arrangement /palletizing/racking. Set up warehouse layout and ensure efficient space utilization.
- Complete duties related to warehousing and distribution.
- Ensure all documentation is filed as per operational and company requirements.

PERSONAL DOSSIER

Nationality
Indian

Date of Birth
17th May- 1982

Marital Status
Married

Passport No
M7736490

Visa Type
Employment Visa

Driving Licence no:4030640
(UAE)
(Light Vehicle)

Operate forklift effectively.

- Motivate the team to achieve maximum productivity.
- Ensure accurate and timely preparation of reports regarding warehouse operations.
- Oversee stock control and stock enquiries via Warehouse Management System.
- Supervision of the warehouse team to ensure 100% accuracy in warehouse picking and packing process – within the target KPI timelines.
- Arranging & supervising value-added services such as label sticker, special packing etc. with internal or external manpower, in compliance with the instruction of sales team & ensure 100% accuracy.
- Supervising final checking & loading of goods before dispatch, to ensure accuracy.
- Delivery arrangement and tracking of transport.
- Help in the maintenance of warehouse. Always ensure safety & security of warehouse employees. Ensure a clean, safe & orderly warehouse – always.
-



ATLAS- LOGISTIC LLC –(Dubai UAE)Since NOVE-2012 to Aug -2015 (SAIF ZONE)

warehouse In charge

- Determine to clear the export & import documents from customs clearance.
- Knowledge of export & import retail procedures from origin and destination.
- Experience in handling Air, Sea, Road, Courier, and Postal shipments.
- Take precautions to ensure Safety of goods in Transit.
- Choosing the most suited shipment mode.
- Selection of quick and economical routes.
- Quickly understand local documentation requirements.
- Estimation of weight and dimensions with available basic data of the goods.
- Capacity to make pre bookings with airlines / couriers / sea to ensure speedy movement.
- Good negotiation skills to get good freight rates and payment credit terms.
- Implementing operational policies and procedures.
- Implementing and overseeing security operations.
- Ensuring effective and safe use of warehouse equipment.
- Ensuring safety of staff.
- Motivating and disciplining staff.

EDUCATION AND QUALIFICATION

- Diploma in Airline Cargo Management
- Degree Bachelor of Arts (BA) Kerala University, Kerala, India.
- Pre-Degree (Arts) - Kerala University, Kerala, India.
- S.S.L.C (Secondary School Leaving Certificate) - Kerala, India.
- Diploma in HSE from Kerala

- Maintaining documentation and keeping accurate records of warehouse activities.
- Assisting with deliveries where required.
- To ensure proper stock management via implementation of appropriate stock rotation practices (e.g. FIFO, FEFO) as per policy to avoid obsolescence/write-offs.
- Controls inventory levels by conducting physical counts, reconciling with data storage system.
- Timely managing the rack system and the inventory system.
- Arranging the staff weekly and daily schedule including the fleet direction.
- Handling all the quires packing and labeling the E-commerce platform.
- Managing the export and import documents from the origin and destination.
- Arranging the documents for Air, land, Sea shipping documents.
- Monitor warehouse arrangement /palletizing/racking. Set up warehouse layout and ensure efficient space utilization.

I have strived hard to provide the most palpable image of myself in terms of the details for your scrutiny as you may please. It is my honor and continuous quest to live up constantly to my representation you have been provided herewith.

Regards

Sujithpereira

