

KHADAR BASHA SHAIK

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9+ Years of Experience in Logistics, Warehousing, Distribution Management & Admin Operations

*Professional in handling Distribution & Warehousing Operations / Physical Stock Movement and
Admin Operations in the Pharmaceutical & FMCG Industries*

OBJECTIVE

In pursuit of challenging assignments that would facilitate the maximum utilization and application of my broad skills and expertise in making a positive difference to the organization

CAREER SUMMARY

Total Years of Experience: 9+ Years (2010 to 2020)

{INDIA: 6- Years, UAE: 4- Years}

GLOBAL SHIPPING & LOGISTICS (L.L.C), DUBAI
Warehouse Manager (3PL)

02/2016 to 01/2020

CIPLA LIMITED, INDIA
Depot Manager, Vijayawada

02/2010 to 01/2016

CORE COMPETENCIES

- Warehousing Operations
- Material Management & Movement
- Inventory Control & Management
- Expiry Claim Settlements
- Loss & Pilferage Prevention
- Deep Freezer & Cold Chain Management
- Supply Chain & Logistics Operations
- Order Management & Invoicing
- Co-Packing Systems & Procedures
- Direct Supplies & Commissions
- Stock Audit – Auditing Process
- Statutory Compliances & Documentation

ACHIEVEMENTS

- Rewarded with Best Warehouse Award in Fy 2013
- Successfully Appointed 2 Distributors in the critical territories in 2012 after 10 Years
- Awarded Employee Of The Month Certificate From Global Shipping & Logistics LLC in 2017

IT KNOWLEDGE

- Operating System : Windows XP/Vista/7
- Packages : Ms-Office, Oracle, Manhattan & SAP(SD & WMS)

PROFESSIONAL RESPONSIBILITIES

Logistics & Supply Chain Management

- Manage logistics / warehouse; Inventory Planning, stock transfers, order management
- Planning and execution of on time deliveries, timely monitor the performance of transporters/vendors
- Plan for primary and secondary transportation and to control the logistics cost by avoid all non –value adding expenses like detention and demurrage charges and some of the unjustified inter unit movements
- Placement of vehicles and follow-ups with transporters for timely delivery of shipments

Warehousing, Inventory & Demand Planning

- Prepare and manage warehouse and distribution budgets and forecasting. Manage dispatches ad maintain cost effective warehousing & transportation
- Ensure FIFO, implementation of SOPs in Warehouses; Maintain optimal level of stock, warehouse space utilization, inventory reconciliation, intransit variance, liquidation of aged/obsolete stock
- Implementing health and safety procedures in warehouse and managing staff training issues
- Analyzing data to monitor performance and plan improvements by reviewing all issues/gaps reported through monthly and quarterly MIS reviews
- Manage logistics/warehousing insurance claims with insurers

Customer Service & Order Management

- Handle full cycle of order management/fulfillment; Tracking of all shipment from PO/ under to material
- Co-ordination with internal & external customers, status update for open orders, aligns all material as per customer required date
- Order placement with supply sites for order confirmation/booking/documentation

Admin Operations Team Management

- Handling Admin Operations in the assigned Territory
- Providing direction, motivation & training to the internal team for ensuring optimum performance

MANAGEMENT SKILLS

- Solution Oriented, Analytical & Logical thinking
- Training and Development, Monitoring & Mentoring of Staff Performances
- Fostering a working environment that encourages a learning culture
- Good level of interpersonal and communication skills. Able to express ideas at all levels

ACADEMIC CREDENTIALS

- **Master of Business Administration (MBA)**
National Institute of Business Management (NIBM), Trivandrum, 2007
- **Bachelor of Arts (BA)**
Dr B.R.Ambedkar University, 2004

PERSONAL DETAILS

- Date of Birth : 10th June 1982
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi, Urdu & Telugu

Place: Guntur

Khadar Basha Shaik