

CURRICULUM VITAE

ANZEER AZAD

Contact No - +974 30275748

E-Mail ID - anzeer45@gmail.com



Experienced in Supply Chain Management

CAREER OBJECTIVE

Confident, motivated, and highly qualified professional with 10 years of experience in Supply Chain Management. Broad-based background encompasses exceptional work ethic and commitment to organizational objectives within a highly competitive workforce. Proactive, team builder and tactical planner to build strong and lasting business relationships. I will face challenges head-on and execute sound decisions.

CORE STRENGTHS

- Inventory Control
- Self-Motivated
- Organized
- Punctual
- Multi-Tasked
- Communication Skills
- Safety Control
- Computer Skills

PROFESSIONAL PROFILE

- 1) **Organization: Arabian Supply Center (ASC) - Qatar**
Position: Asst. Manager - Warehouse & Logistics
Tenure: Since November 2018 till dated - 6 Yrs.+
Products: Spare Parts, Lubricants, Machinery, Batteries & Tires



DUTIES & RESPONSIBILITIES:

WAREHOUSE & LOGISTICS: -

- Ensuring the safety methods for Warehousing & Fleet Management
- Planning & Arrange for the work to be sorted daily
- Ensuring Audit Report & Stock movement reports are maintained.
- Performing perpetual inventory count based on the schedule & maintaining the inventory accuracy level
- Root Cause Analysis (RCA) if any deviation in the inventory
- Maintaining bin location accuracy to the extent - as single item in single locations
- Space utilizations in warehouses for the inventories with properly managed bin locations
- Charges applicable for each dept. based on the items stored in locations
- Handling damaged inventories (Inhouse & External Damages)
- Scheduling for the incoming receipt or shipments

- Arrangement for binning items to the location
- Discrepancies reports from the incoming receipts are being forwarded to the procurement department & following up till the action has been taken by the supplier either issuing credit note or through FOC with the consignments.
- Maintaining cannibalization report
- Scheduling delivery to the customers
- Arrangement with the crew for picking items from binned location according to the pick slip
- Following up with the delivery crew for the dispatched goods from facility
- Ensuring goods has reached the customer on time & safe
- Maintaining the documents sent with the delivery crew
- Ensuring the periodic maintenance for all the fleet equipment
- Maintaining Accident Reports
- Maintaining Warehouse & Logistics report.
- Handling petty cash

PROCUREMENT (NON-CORE & SERVICE DEPT):

- Handling Non-Core Purchase Orders (with Local Vendors for the Non-Core Activities)
- Handling Core & Non-Core Purchase Order for Service Department after reviewing Parts Ordering Sheet
- Formulate Purchase Orders and maintaining the records through SAP
- Preparing Price comparison sheet & analyzing the price variations

2) Organization: Al Mutlaq Holdings - Saudi Arabia

Position: Storage & Organization Supervisor

Tenure: 2015 July to March 2018 - 3 Yrs.

Products: Home Furniture



DUTIES AND RESPONSIBILITIES:

- Plan, organize, supervise, and participate in daily warehouse operations and activities, including receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
- Better utilization of manpower by cross function section activities based on job needs and Review productivity and training in order
- Supervised 15 employees, resolved Product issues, and determined warehouse operation procedures
- Supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers.
- Implement cycle count process quarterly with inventory accuracy
- Minimize and avoid the false stock
- Maintain 100% accurate showplace by recording every input and output movements
- Minimize and reduce the Maintenance order value against total WH Inventory value with effective tracking of maintenance
- Minimize and reduce warehouse annual disposal value against total WH Inventory value
- Initiate and implement a process to increase storage capacity by modifying and adjusting rack elevations based on the product size

- Notifying Product QC issues and Packing Standards to management
- Update and notify management for long holding stocks and inventory
- Organize and Arrange the appropriate data for annual count with proper products show place for accurate Output
- Effective & Efficient customer service to Internal & external customers (resolve all the cross functional queries efficiently and 100% customer satisfaction)
- Observe health and safety regulations, maintain warehouse in a clean, safe, and orderly condition.
- Assist management in establishing warehouse standards and procedures
- Handling Petty Cash

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Warehousing and stock control methods and procedures.
- Methods of receiving, inspecting, and issuing materials.
- Operation of a forklift and other assigned vehicle and equipment.
- Warehouse operations, procedures, equipment, and terminology.
- Space utilization and inventory techniques.
- Proper methods of storing equipment, materials, and supplies.
- Health and safety regulations.
- Record-keeping techniques.
- Inventory methods and practices.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Plan, organize, supervise, and participate in the operations
- Train, supervise and evaluate personnel.
- Utilize space efficiently and effectively.
- Maintain inventory.
- Communicate effectively both orally and in writing.
- Plan and schedule work.
- Maintain accurate records of stock transactions.
- Learn to operate a computer terminal and related software.
- Work independently with little direction.
- Observe health and safety regulations.
- To work any other Environment

COURSES & CERTIFICATIONS: -

- Certified International Supply Chain Manager (CISCM) - Blue Ocean Academy Dubai
- Certified International Supply Chain Professional (CISCP) - Blue Ocean Academy Dubai
- Basic Fire Fighting
- ISO Awareness Training for ISO 9001:2015 (QMS), ISO 14001:2015 (EMS) & ISO 45001:2018 (HSM)

EDUCATIONAL QUALIFICATION

➤ **Master of Business Administration (MBA)**

Ilahia College of Engineering and Technology, Kerala - India

Major Specialization: Marketing

Minor Specialization: Human Resource (HR)

Duration: 2012-2014

➤ **Bachelor of Commerce (B.COM)**

Al- Ameen College, Kerala, India

Major Specialization: Commerce with Computer Application

Duration: 2009-2012

PERSONAL PROFILE

Name: Anzeer Azad

Father Name: Abdul Kareem

Date of Birth: 26/01/1992

Sex: Male

Marital Status: Married

Nationality: Indian

Visa Status: Valid & Transferable

Languages Known: English, Arabic, Hindi, & Malayalam (Read, Write & Speak)

Passport No: Y2238052

I hereby declare that all the information provided here is true to the best of my knowledge and belief.

**Sincerely,
Anzeer Azad**