

ZAINUL ABIDEEN

Warehouse Supervisor

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Dedicated Warehouse Supervisor with 7 years of experience in managing efficient warehouse operations with in the automotive industry. Proven track record in optimizing inventory control, streamlining logistics, and leading high-performing teams. Skilled in implementing lean warehouse practices, utilizing warehouse management systems, and ensuring adherence to safety regulations. Seeking a challenging role to contribute to the growth and success of a dynamic auto spare parts company

SKILLS AND ACCOMPLISHMENTS

- * **Inventory Management**
 - * **Warehouse Management Systems (WMS)**
 - * **Logistics and Supply Chain**
 - * **Team Leadership and Management**
 - * **Problem-Solving and Decision-Making**
 - * **Safety Regulations and Compliance**
 - * **Quality Control**
 - * **Data Analysis and Reporting**
- Shipping Receiving, Picker Packer, Warehouse Inventory, Logistics, Wms, Erp Software, Word, Excel, Warehouse Management, Sales retrun, Stock checking, Stock maintains
 - PowerPoint, Warehouse Management, Timekeeping, Data Analysis, Training & Development. Experience in inventory management and controlling, Distribution of material and daily operations.
 - Hands on experience in Data processing, logistics management, and Warehouse Management.
 - Proficient in warehouse Management Software (WMS, SAP), ERP Software and other tools like Microsoft office (Excel, Word).
 - IT Technician with background in networking, printer installation, switch, router, and access point installation, software installation, and general troubleshooting. Seeking challenging position with opportunities for expanding upon existing skill base. To work in a challenging environment promoting communication, growth and teamwork. To assist in achieving company objectives through Information Technology Support.

JOB PROFILE AND RESPONSIBILITIES (Warehouse Supervisor) MEGA MIGERNAL TRADING LLC-Dubai. UAE -2023-Present

- **Inventory Management:** Overseeing daily inventory operations, including receiving, storing, and picking auto parts. Implementing cycle counting and stock rotation procedures to maintain accurate inventory levels.
- **Team Leadership:** Managing a team of warehouse associates, assigning tasks, and providing training and guidance to ensure efficient operations.
- **Logistics and Shipping:** Coordinating inbound and outbound shipments, including scheduling deliveries and pickups with carriers. Ensuring timely and accurate order fulfillment.
- **Warehouse Organization:** Maintaining a clean, organized, and safe warehouse environment. Implementing 5S methodology to optimize workflow and productivity.
- **Quality Control:** Inspecting incoming and outgoing shipments for quality and accuracy.

Identifying and resolving any discrepancies or damages

- o **Safety Compliance:** Enforcing safety regulations and conducting regular safety audits to prevent accidents and injuries.
- o Maintain inventory of parts and supplies
- o Order and receive parts and supplies
- o Verify accuracy of orders
- o Maintain relationships with parts suppliers
- o Oversee staff that dispense parts
- o Ensure proper storage of parts and supplies
- o updated database of available parts and adjusted stock accordingly. Performed potential employee interviews and made hiring decisions.
- o Maintained payroll database and ensured timely direct deposits of salaries
- o Maintained stock of auto parts and handling ordering procedures. Assisted with diagnosing auto problems during busy periods. Arranged for the ordering of special parts per customer requests.
- o Maintained consistent inventory of auto parts and products.
- o Trained new hires and updated employee training materials. Monitored installation of auto parts to ensure quality.
- o Creative and innovative when looking for solutions for start-up problems, and provides idea's for technical or organizational improvements
- o Developed computer skills in MS Office and ability to learn other systems (SAP)
- o Manages staff and associated job functions to include receiving, stocking, pulling, shipping, and distribution of materials, tools or other stock items required
- o Manages the efficiency and effectiveness of warehouse staff
- o Maintains inventory variances, levels and turn within corporate guidelines via the use of a computerized tracking system
- o Monitors the day-to-day processing of all transactions to ensure accuracy
- o Maintains accurate inventory records and provides performance and status reports on demand
- o Ensures compliance with all inventory policies
- o advanced skills, knowledge and experience in ERP systems surrounding system administration, material management, warehousing, stocktaking and disposal
- o Pro-active approach with strong problem solving skills
- o Strong computer skills including Outlook, Excel, and Word
- o Proven track record in people management role (leadership, motivation and people skills) in a physical handling environment
- o Strong supervisory skills and the ability to work with and through others to achieve desired results
- o Excellent communication skills, both verbal and written. Ability to work with all levels of the organization
- o Provide strong leadership and interpersonal skills to motivate, train and enable a diverse work force while instilling a culture of accountability

JOB PROFILE AND RESPONSIBILITIES (Warehouse Supervisor & It Technician)

Sixty Four Square FZCO-International City-Dubai.UAE -2021-2023

- Ensures that required materials and tools are available and in working condition to meet the department's objectives
- Ensures that physical condition of the warehouse is being maintained through appropriate cleaning policies, and coordinating with facilities to consistently inspect the condition of equipment, racking, etc.
- Experience in a high volume and multiple shift environment, desired
- Demonstrates excellent organizational skills, can synthesize problems and easily report them to management
- Creative and innovative when looking for solutions for start-up problems, and provides idea's for technical or organizational improvements
- Developed computer skills in MS Office and ability to learn other systems (SAP)
- Manages staff and associated job functions to include receiving, stocking, pulling, shipping, and distribution of materials, tools or other stock items required
- Manages the efficiency and effectiveness of warehouse staff
- Maintains inventory variances, levels and turn within corporate guidelines via the use of a computerized tracking system
- Monitors the day-to-day processing of all transactions to ensure accuracy

- Maintains receiving, warehousing and distribution operations by initiating, coordinating and
- Enforcing operational and warehousing policies and procedures.
- Reviewing, preparing and routing purchase orders. Invoicing and

Monitoring/Managing of Order fulfillments (deliveries)

- Monitoring and controlling after sales service team. Answering customer queries. Reporting
- Key performance indicators and customer experience level at warehouse level.
- Checking documents, Filing and reviewing of statutory requirements for day-to-day operations.
- Inventory management and performing periodic stock checks, preparation of stock reports and
- Reporting any discrepancies to higher management.
- Coordinating transportation providers to ensure prompt and proper movement of deliveries.
- Reviewing logistical functions and identifies the area for improvement.

IT Specialist

- Identify the causes of networking problems, using diagnostic testing software and equipment.
- Deploy, configure and upgrade network software, such as enterprise antivirus or diagnostics programs.
- Implement and maintain emergency backup and restore systems for mission-critical network servers.
- Regulate user access to sensitive files to protect against internal security breaches.
- Responsible for end-user desktop support, and the maintenance of servers and other networked devices.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.
- Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities.
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support

JOB PROFILE AND RESPONSIBILITIES (Warehouse Supervisor & It Technician)

City Shoes Trading LLC-Duabi.UAE- 2018-2021

- Owns and oversee the warehouse function including receiving ,issuing ,shipping ,transportation ,inventory control and reporting Managing daily operations of end to end fulfillment process of receiving ,put- away ,picking and packing ,shipping and returns handling Developed and implemented truck loading process that simplified and maximized driver's time.
- Scheduled warehouse team members to meet the demands of the facility, utilizing Key Performance Indicators (KPIs) to monitor performance.
- Allocated necessary space for stock rotation and assisted with proper FIFO process.
- Maintained appropriate inventory levels and provided product loss control.
- Secured company assets by verifying and auditing out bound shipments and returns.
- Organized entire warehouse in modern and easily accessible way.
- Performed Data analysis of the products and gave suggestions to management about future plans.
- Maintained accurate stock and fixed /fluctuating locations of products in warehouse.

IT Specialist

- Supervised and implemented the installation ,repair, troubleshooting ,and maintenance of computer hardware
- Documented upgrades/repairs to our network and workstations.
- Developed and managed project plans while providing status updates to management.
- Provided service and customer support during field visits and dispatches.
- Diagnosed error for technical problems and determined proper solutions.
- Comprehended customer requirements and made appropriate recommendations/briefings.
- Built and maintained positive relationships with customers.
- Performed day to day Data Analysis of 13Branches.

JOB PROFILE AND RESPONSIBILITIES (Shop Manager)

(Computer care-India) 2011-2018

Functioned as a technician troubleshooting, repairing and testing major brands PCS, modems, printers, monitors, and other peripherals.

- Assisted with installing, debugging, testing a wide range of available software/hardware. Developed and expanded a client base, installed computer software and hardware.
- Performing computer installation and operating system configuration in designated networks.
- Planned, assembled and installed computer system in designated networks as per specifications.
- Maintained and updated windows operating system monitors platforms and network infrastructure.
- Assists in the maintaining or repairing of computer equipment
- Performs troubleshooting of a variety of computer issues
- Provides technical support on-site ,via phone or email
- Configures computer networks
- Installs hardware and software in systems
- Other duties as assigned
- Assist with network support and maintenance as related to end-user computers

JOB PROFILE AND RESPONSIBILITIES (Store Manager)

(Al-Wafi-Technology-kingdom of Saudi Arab) 2009-2010

Functioned as a technician troubleshooting, repairing and testing major brands PCS, modems, printers,monitors, and other peripherals.

- Assisted with installing, debugging, testing a wide range of available software/hardware. Developed and expanded a client base, installed computer software and hardware.
- Performing computer installation and operating system configuration in designated networks.
- Planned, assembled and installed computer system in designated networks as per specifications.
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- • Diploma in Warehouse Management at Alison (U.A.E)
 - • Diploma in Chip level & computer hardware & networking (ADCHN) at A-Set Training & Research Institute Pvt. Ltd Near-Jhande wale Mandir D.B.Gupta road Karol Bagh,NewDelhi
 - • Microsoft Certified system engineer(MCSE) and Exchangeserver2003 .at Info Park School of information south.Ext-1,NewDelhi
 - CiscoCertifiedNetworkAssociate(CCNA),AtInfoparkSchoolofinformation,southext-1,NewDelhi
 - • DiplomaincomputerhardwareandnetworkingatMeenaShahInstituteofTechnologyGonda.
 - • Diploma in Computer Application at Wits computer institute, FaizabadDiploma in Warehouse Management at Alison (U.A.E)
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PERSONAL PROFILE

NAME		Zainul Abideen
FATHER'S NAME	-	Mr. Mohammad Yunus
Passport No	-	P9778377
VISA Status	-	Employment visa

I hereby declare that the above particulars are true to the best of my knowledge and belief.

PLACE: DUBAI	Zainul Abideen
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