

Assalamu alaikum.....have a good day ...

Yoosuf Ashath

POST APPLIED FOR SENIOR STORE KEEPER/WAREHOUSE SUP

More than 12 years (09 years in GCC) experience in field of **Warehousing material control & supply chain**. to obtaining a challenging position within growing reputed companies that will provide an opportunity to utilize my knowledge of Warehousing cum warehouse management, to increase my personal and professional growth, where my positive attitude, integrity and strong desire to success will contribute to the company.

🚩 Salary expectation is: (negotiable))

1. I Have Here with Annexed My CV for Your Perusal and I Would Be Thankful If You Could consider positively my application.

Thanking You,

Y.L.M.ASHATH



YOUSUF LEBBE MOHAMED ASHATH

Email: arshadsaint25@gmail.com

Cell No: 00974 33933918



Position Wanted	: warehouse supervisor
Type of Employment Wanted	: Full Time
Visa Status	: Transferable Visa
Country of Citizenship	: Sri Lankan
Driving License	: Qatar Driving License
Skills	: Operating Forklift/Reach Truck

PROFILE SUMMARY:

With over 12 years (09 years in GCC) work experience in field of **warehousing & supply chain** Department As Warehouse In Charge/Warehouse Supervisor And Related Disciplines Within Enthusiastic, Highly Motivated With An Excellent Working Knowledge In Store Keeping & Material Control & Data Entry In The Industry With Proficient Computer Skills And Abilities.

CAREER OBJECTIVE

To be able to work and be a part of your prestigious company, that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and tasks.

DUTIES CARRIED OUT AND EXPERIENCES



- ✓ Presently working in al mana & partners logistic department in Qatar As **WARE HOUSE SUPERVISOR CUM IN CHARGE** (CPD Consumer Product Division / GPD General Products Division) with (**Uniliver Food Solution**) Products.
Supply Chain Dept. **{From: - August – 2017, Until Now}**
Warehouse Operating Sys: - Navision 4.1

KPI (key performance indicator)

- ✚ Printing The (PSI) Posted Sales Invoices And (SO) Sales Orders and TOR Transfer Orders.
- ✚ Keeping Accurate Records Of SKU /Products Pricing and Invoicing Information.
- ✚ Allocating/Routine The **Sales Order/Invoices** As Per The Market and Route For The Delivery On Correct Shipment Date And Time.
- ✚ And Prepare PO Purchase Order and Attached With Sales Order/Delivery Note.

- ✚ And Prepare For Health Certification Letter Attach With *PO&DN* For Food Product In Which Are The Market Is That Only Required.
- ✚ Preparing Daily Dispatched Reports As Per (*Grand Amount & CBM & MT, GT Markets*) Of Sales And Delivery Ordered.
- ✚ Prepare Weekend Pallet Counting Reports As Per Warehouse Stock And Ensure Warehouse Pallet Capacity In The Warehouse.
- ✚ Preparing In Bound/Receiving Sheet for Daily Consignment and Allocate the Containers as Per Priority of Stocks and, Ensure To Offloading Containers before the Time End and Avoid Extra Charges.
- ✚ When Receiving Stocks Need To Be Check Properly (*Production, Expiry Date & Self-Time & Temperature & Conditions & Quality & Quantity & Cbm & Barcode/Sap Code/Sku Code/Hs Code /Lot No.*
- ✚ Once Checked and Confirm With Lpo/Invoice (*Vessel No, BL Number and Container Number*) Once Verified and Confirmed Stocks by Ware House Sup/Store Keeper, From Inbound Section Forklift Operator Will Move and Offload the Stocks In To the Correct Inventory Location.
- ✚ Checking and Scanning *With RF Gun*, Cordless Laser Barcode Reader Gun and Foot Away the Items And.
- ✚ Make Sure That That The Products Are (In Bound & Out Bound) As Per **FEFO & FIFO** System(First In First Out , First Expiry First Out)
- ✚ If Found Any Product/Quality Issue Same Time Reporting To Respective Department (*C & F*), And Send Sampling For Health Safety Checkup.
- ✚ Once Offloaded Goods Update The Consignment Details In WMS (Navision) System As Per The Date/PO No/BL No/Vessel No/FCL/Shipper Details.
- ✚ Making Sure That All Supplier/Customers Details Up To Date. And Keep In Touch And Follow Up In Case If Any Necessary Or Urgent Delivery
- ✚ Involved In The Hiring, Training, Supervising And Mentoring Of Supply Chain Staffs.
- ✚ Preparing Daily, Monthly (In Bound & Out Bound) Stocks Reports in the Warehouse with Offloading Cost.
- ✚ Preparing And Maintaining Warehouse Staffs Daily Attendance and Overtime Sheet Records.
- ✚ Keep maintain walk path checklist & housekeeping checklist reports to utilize the warehouse need & tidy environment.
- ✚ Taking Steps To Ensure The Personal Safety And Safe Working Environment On Staffs.
- ✚ Warehousing, dealing & handling critical materials and ensure accurate billing and record keeping of the inward/inbound materials.
- ✚ Prepare and analyze statistical & productivity reports, generate and share with various reports with management.

✓ I have 2 - 1/2 years worked experience as Store in charge at Malaysia Airports Consultancy service company (Qatar Airways) in Qatar since **august - 2013 till April - 2016.**



In The Warehouse (BMS, IT tech, CCTV, HVAC & Consumables, MEP & ELV, Electricals & Housekeeping Material) Multipurpose Warehouse.

KPI (Key Performance Indicator)

- ✚ Preparing PO (Purchasing Order Request)
- ✚ MIR (Material And Instrument Issuance Report)

- ✚ Material Issuing and Receiving Reports. (In Bound & Out Bound)
- ✚ Making Job Order and Maintain Material Daily Movement Records on Log Book.
- ✚ Controls Inventory Levels by Conducting Physical Counts; Reconciling With Data Storage System.
- ✚ Arranging Material Location and Related Material Locator.
- ✚ Transferring Custody Material To The Person Who Is Requested.
- ✚ Completes Warehouse Operational Requirements By Scheduling And Assigning Employees; Following Up On Work Results.
- ✚ Schedule For Warehouse Staffs, Orienting, And **Safety And Firefighting** Awareness Training Program.
- ✚ Maintains Warehouse Staff Job Results by Coaching, mentoring Counseling, And Disciplining Employees; Planning, Monitoring, And Appraising Job Results.
- ✚ Monthly Submit Materials And Spare Cost Issuance Report To NDIA Dept.(New Doha International Airport)

- ✓ having 2 -1/2 years worked experience as a parlor in charge at world famous Baskin Robbins ice cream company in Saudi Arabia since: April – 2009 till Dec – 2011

 In the ice cream parlor (ice cream, cakes, beverage, etc....)

KPI (key performance indicator)

- ✚ Greet customers verbally with an enthusiastic demeanor, smiling with eye contact.
- ✚ Take the order and serve the customers/guests, and every time should be aware regarding customer and guest needs& satisfy.
- ✚ Classify Ice cream, cakes, cups and accessories items according to the standards of Baskin robin's policies and procedure.
- ✚ Make sure the parlor completely ready to serve/assist the customers and guests
- ✚ Ensure the parlor stocks are sufficient for monthly stock unless prepare and send the ice cream and beverage requesting reports to the respective department through the pos.
- ✚ Participate every meeting and lecture about customer's service and sales promotion.
- ✚ Make daily, monthly checklist and read every one hour ice cream temperature.
- ✚ Use (first in first out FIFO & FEFO first expiry first out) method, and Prepare every weekend & month end yearend inventory records.

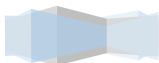
- ✓ I have 2 – 1/2 years worked experience as a store **keeper cum technician** in Riyadh Care Hospital Saudi Arabia since: Mar - 2006 till Sep - 2008.



In the store (cleaning items, maintenance spares parts & tool kits and instruments, vehicle parts & consumable etc....)

KPI (Key Performance Indicator)

- ✚ Preparing Purchasing Order



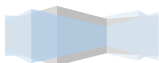
- ✚ Preparing Weekly material issuing report (out bound).
- ✚ Preparing Weekly material receiving report (in bound).
- ✚ Preparing Monthly spare defective report.
- ✚ Preparing Monthly spare & consumable issuance report with cost.
- ✚ Quarterly internal inventory doing by physical counting.
- ✚ **Under production section**
- ✚ preparing weekly and monthly inventory report (inbound & outbound)
- ✚ prepare stocks report of maintenance department
- ✚ Data entering (daily production & issuing materials and receiving materials)
- ✚ **Weighing scale in charge**
- ✚ Making weight all of outgoing and incoming vehicles
- ✚ making daily reports (outgoing and incoming materials)
- ✚ preparing weekly reports & monthly reports and report

EDUCATION & QUALIFICATIONS

- ✚ Successfully Completed study Ordinary Level & Advance Level In ministry of education in Sri Lanka.
- ✚ Successfully Completed Diploma Certificate In MS Office, Data Entry & Typing Master. (Excellent talent in word/excel/PowerPoint/..).
- ✚ Successfully Completed Store/Warehouse Management.
- ✚ Successfully Completed Diploma Certificate in Construction Technology.
- ✚ Successfully Completed Diploma In Web Designing and 3d object, Photoshop & Corel Draw/auto cad 2d&3d /3d max / sketch up
- ✚ Successfully Completed Diploma Certificate in Information Technology.
- ✚ Successfully Completed Diploma Certificate in Human Resource Management.
- ✚ Successfully completed Diploma in Computer Hardware & Computer Networking.

COMPUTER SKILLS

- ✚ Operating System MS Windows XP, 7, VISTA, Windows 8, 10 etc...
- ✚ Windows And Software Installation And System Troubleshooting
- ✚ Experience in using designing in Photoshop & coral draw, Picasso,
- ✚ Experience in Using Auto CAD 2D and 3D Modeling.
- ✚ Working Experience In MS Office (excellent in word & excel),
- ✚ G-Mail, Outlook - IT Network Communication, CCTV configuration sys.



Skills

KEYBOARD TYPING LEVEL

✚ High speed in English / Medium speed in Tamil, Low speed in Arabic

DRIVING & OPERATING SKILLS

- ✚ Light vehicle - Qatar driving license
- ✚ Forklift & reach truck operating
- ✚ AutoCAD 2d & 3d (drafting & annotation)

LANGUAGE PROFICIENCY

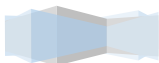
- ✚ English - Fluent Speak, Write & Read
- ✚ Arabic - Speak, Read , write
- ✚ Tamil - (Mother Tongue)
- ✚ Hindi - Fluent Speak only

PERSONAL INFORMATION

- ✚ Name in full: :- Yoosuf Lebbe Mohamed Ashath
- ✚ Name with initial: :- Y.L.M._ASHATH
- ✚ Passport No: :- N4791992
- ✚ Qatar Driving License No: :- 28614410572
- ✚ Date of Birth: :- December 14, 1986
- ✚ Sex: :- MALE
- ✚ Civil Status: :- married
- ✚ Nationality: :- Sri Lankan
- ✚ Contact Numbers: :- +974-33933918
- ✚ G-mail id: :- arshadsaint25@gmail.com
- ✚ Skype id: :- arshadfriends1

I certify that the foregoing particulars are true and accurate to the best of my knowledge and belief.

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Best regards,
Yousuf Mohamed Ashath