



BRAYAN OLIVER D'ALMEIDA

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OBJECTIVE:

To pursue career as ***Inventory Executive*** to work in a dynamic environment that encourages learning and advancement in my career.

PROFILE SUMMARY:

- Associated with a reputed organization in UAE for 17 years as ***Inventory Executive***.
- Professionally qualified with Diploma in Automobile Engineering and Certified Logistics Supply Chain Management course & holding a valid UAE Driving License for Light Vehicles.
- Proficient at Warehousing and operation Management.
- Plan and coordinate with storage & distribution team of the organization.
- Maintain records of inventories, shipment details, expenditures and goods transferred.
- Ensure adequate material handling, material preservation, stocking, receipt and issue by implementing proper housekeeping.
- Coordinating with different departments for warehouse operation functions.

WORK HISTORY

Designation : Warehouse Assistant

Organization : Kimoha Entrepreneurs Limited, (Jebel Ali Free Zone U.A.E),
Activity : Barcode, Printed labels and Paper products manufacturing company,
Period : July 2012 To September 2021.

DUTIES & RESPONSIBILITIES

- ❑ Receiving sales orders from sales team with enclosed LPO.
- ❑ Checking mentioned items in sales order are stock item or production items and finance approval on sales order.
- ❑ Taking inventory of finish goods items after receiving in stores as per the production packing list.
- ❑ Coordinating with fork lift operators to transfer items after receiving from shop floor to stock area or dispatch area.
- ❑ Checking terms of shipment & finance remarks before making delivery notes and invoices.
- ❑ Forwarding packing slip to packing department for packing of stock items.

- ❑ Coordinating with the team for packing, palletizing, shrinking wrapping and providing stickers for LCL cargo identification.
- ❑ Forwarding Labels to Bar-code department after receiving from production or from stock against the mentioned job in the sales order.
- ❑ Communicating with sales team for short and extra quantity received from production.
- ❑ Tracking of delivery schedule and dispatch item in given time.
- ❑ Forwarding stock items to converting department for conversion small quantity orders of same specification lying in stock and converting in required specification, to reduce production time and passing stock adjustment entries in ERP.
- ❑ Preparing customs gate pass for local incoming deliveries from suppliers,
- ❑ Preparing GRV for received material from supplier and providing item identification stickers with item code , material specification & GRV details.
- ❑ Preparing FCI document for sample items as per sales department request before delivering items to customer.
- ❑ Preparing stock location transfer order (LTO & LTI) and branch transfer order (BTO & BTI) depending upon the requirement.
- ❑ Following up with dispatch with pending delivery items lying in dispatch and resolving issues.
- ❑ Preparing aging report for non moving items.
- ❑ Preparing production requisitions note to produce regular moving stock items and maintaining minimum stock level.
- ❑ Checking production entries and reconciling the stock.
- ❑ Preparing GRV for imported die and machinery items purchased for production department, entering in ERP after receiving in stores and forwarding to concerned department.
- ❑ Preparing GRN for returned items, based on the nature of complaint raised by the customer and forwarding to Q.C department for rectification, following up with accounts department to issue credit note.

Designation : Store Supervisor

Organization : Steel Craft Co. L.L.C., (Dubai UAE).

Activity : Structural Steel Trading

Period : August 2004 to June 2012

DUTIES & RESPONSIBILITIES

- ❑ Preplanning for inbound shipments.
- ❑ Arranging collection of Delivery order from Shipping Company.
- ❑ Inspection of cargo and Shipping mark at port of discharge as per Import Documents.
- ❑ Checking duty and port handling charges on the total tonnage of material released from port.
- ❑ Submitting import documents to clearing and forwarding agent to pass online customs declaration (Bill of Entry).
- ❑ Planning, monitoring and executing the entire process related to incoming and outgoing shipments.
- ❑ Keeping the store updated on Incoming Shipments of materials plus resolving any issues at the port of discharge.

- ❑ Working closely with various internal departments such as Accounts, Purchase and Warehouse Department to facilitate smooth workflow.
- ❑ Responsible for arranging transportation.
- ❑ Transferring cargo to different allocated warehouse.
- ❑ Determine and suggest changes in work procedures necessary to improve logistics activities.
- ❑ Assigning daily work activities for the team, training them and monitoring their performance.
- ❑ Responsible for receiving shipments as per purchase orders or invoices, tracing down the discrepancies and preparing Goods Received Note (GRN).
- ❑ Completely involved in tracking of goods coming in and going out on FIFO "First In First Out" System.
- ❑ Ensure proper allocation of space and adequate storage to minimize damage on stocks.
- ❑ Storing fast moving line items in different location for easy accessibility.
- ❑ Preparing monthly stock statement report with value of stock material.
- ❑ Issuing purchase requisition for stock ordering based on requirement.
- ❑ Proper store upkeep to facilitate smooth handling, preservation, stocking, receipt and issue.
- ❑ Coordinating with Warehouse for Stock allocation, Reconciliation and dispatches.
- ❑ Planning, monitoring and executing the entire process related to incoming and outgoing shipments.
- ❑ Participated actively in stock taking, validating actual quantity with the system value and accordingly generating discrepancy reports for shortage or excess found in stock count.

Designation :Service Advisor

Organization :Allied Auto Agency, (Mumbai, India).

Activity :Maruthi Authorized Service Station.

Period :April1, 2002 to March 20, 2004.

DUTIES & RESPONSIBILITIES

- ❑ Customer interaction.
- ❑ Opening Job Card on computer with registration details.
- ❑ Noting down Vehicle complaints, nature of job & damage inventory of the vehicle.
- ❑ Receiving vehicle report from foreman after road test with additional jobs.
- ❑ Preparing repair estimation and taking approval from customer.
- ❑ Communicating with shop floor to start necessary repair job after receiving customer approval.
- ❑ Coordinating and monitoring with stores and shop floor to facilitate smooth workflow process.
- ❑ Forwarding job card to account's department after completion of job for invoicing.
- ❑ Notifying customer for collection of vehicle after repair.
- ❑ Maintaining customer data and updating on regular basis. Focus on customers' needs and executive services smoothly.
- ❑ Reporting to the Service manager.

Designation :Technician

Organization :Sri Mahalasa Auto Works (Mangalore, India).

Activity :Maruthi Service Station.

Period :June 1, 2001 to February 28, 2002.

DUTIES & RESPONSIBILITIES

- ❑ Receiving vehicle in shop floor after opening job card.
- ❑ Checking nature of customer complaint.
- ❑ Checking vehicle service history.
- ❑ Responsible for rectifying mechanical faults.
- ❑ Dismantling and overhauling Engine, Engine head, engine timing, Gearbox, Suspension, Clutch, Break, Steering and Differential units.
- ❑ Checking condition of other engine parts and giving report to supervisor for the additional jobs if required.
- ❑ Computerized reset wheel alignment and balancing of wheels.
- ❑ Test driving vehicle before delivery.

ACADEMIC QUALIFICATION:

<i>S.No.</i>	<i>Education</i>	<i>Institution/University</i>	<i>Year of pass</i>
<i>01.</i>	<i>12th Commerce</i>	<i>Bangalore University, Karnataka, India</i>	<i>1998</i>
<i>02.</i>	<i>15th Diploma in Automobile Engineering</i>	<i>Bangalore University, Karnataka, India</i>	<i>2001</i>
<i>03.</i>	<i>Logistics And Supply Chain Management</i>	<i>Ministry Of Education, Dubai</i>	<i>2011</i>

COMPUTER KNOWLEDGE:

- ❑ Proficient with Orion & Infor Inventory software (ERP).
- ❑ Versed in MS Office Suite, e-mail applications, net surfing.

PERSONAL PROFILE

<i>Date of Birth</i>	<i>- 23rd January 1980</i>
<i>Nationality</i>	<i>- Indian</i>
<i>Marital status</i>	<i>- Married</i>
<i>Languages known</i>	<i>- English, Hindi, Kannada, Tulu.</i>
<i>Passport No</i>	<i>- N1828901</i>
<i>Passport Expiry date</i>	<i>- 31/10/2025</i>
<i>U.A.E Driving License</i>	<i>-Light vehicles</i>
<i>Visa Status</i>	<i>-Visit Visa</i>
<i>Visa Valid Till</i>	<i>-16/08/2022</i>
<i>Permanent Address</i>	<i>- 1-18/A, Badanidiyoor Post & Village, Via Kemmannu, Malpe, Udupi Taluka & District, Pin Code - 576 115, Karnataka.</i>

(Brayan Oliver D'Almeida)