

MOHAMMED FURAD SANEEN

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Visa Status: Residency Visa



PROFESSIONAL SUMMARY

Worked as logistics controller since May 2015 and gained thorough knowledge of implementing new processes and various MPS system, Exceptional knowledge of supply management procedures and principles.

PROFESSIONAL EXPERIENCE 6 Years in UAE:

CRYSTAL GRID SHIPPING LLC

Flower Centre, Dubai-UAE

ACADEMIC QUALIFICATIONS

Bachelor of Computer Applications
Kannur University, India, 2009

LOGISTICS COORDINATOR-January 2019 to Till Date

UNIQUE EXPRESS LOGISTICS

Karama, Dubai-UAE

LOGISTICS COORDINATOR-October 2016 to Nov 2018(2+ Years)

COMPUTER PROFICIENCY

- Microsoft Office
- Good in Excel

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

Holding UAE Manual Driving License

- Process shipping documents and inform customers about the movement of goods
- Coordinate and control the cycle of transportation
- Perform logistic data analysis, identify glitches, and improve performance
- Find new and cost-effective solutions to minimize logistical problems
- Maintain records of received goods and dispatch goods
- Provide maps of route and address to drivers and track transportation
- Coordinate with the warehouse, production, sales, and billing departments for paper works
- Improved and developed better loading, unloading, and shipping methods by rectifying and fixing loopholes
- Checked goods for dispatch and removed damaged products and kept records of returned goods
- Ensured no excess and sub-standard goods are dispatched to customers
- Worked with the departmental heads and enhanced sales and distribution performance

Paris Group

Dubai Investment Park,Dubai-UAE

INVENTORY COORDINATOR-May 2015 to Oct 2016(1+ Years)

NATIONALITY

Indian (Kerala)

PERSONAL DETAILS

Date of Birth : 11-11-1991

Marital Status : Single

Passport Number : L2814607

- Performs miscellaneous duties, which are work-related, as assigned.
- Develops the inventory management strategy of the company with the goal to control costs within budget, generate savings, rationalize inventory and maximize the working capital available.
- Maintains and manages inventory of materials and stocked products, which include stock locations and profiles. Using a mainframe computer, he accounts for receipts of new items, returns, back-orders and associated issues, and inputs essential data on all the handled materials, while adhering to strict accounting and auditing procedures.
- Controls perpetual inventory stock counting and accuracy checks, processes and approves payment invoices, and investigates discrepancies and shortages to minimize overstocks and remove redundant and obsolete raw materials.
- Ensures that the inward goods and stock control department is properly controlled and organized for sufficient production support and for the achievement of corporate goals.
- Based on suggested and computer-monitored order listings, he performs regular cycle counts of inventory materials and assists in conducting yearly physical inventory counts.
- Ensures inward products are received and managed according to the company standard procedure, so materials will be readily available for production or whenever needed.
- Organizes and maintains the inventory floor area to ensure efficient material storage and handling. He also maintains labeling systems on the stock items.
- Creates daily reports to control the key critical areas of the stock system and address any discrepancy. This task involves managing control measures to make sure inaccuracies and errors are highlighted and resolved.

Professional skills:

- Excellent telephone mannerism with outstanding customer service skills
- Adaptable, flexible and has the ability to adjust plans depending on urgency of tasks
- Good in Microsoft applications
- Ability to work in multiple locations and handle multiple tasks simultaneously