

CONTACT



 **ABUBAKKER SITHICK**
 sithickbemech@gmail.com
 +971 588584249
 Deira
Dubai

OBJECTIVE

"I am seeking an opportunity to merge my initiative, enthusiasm with proficiency to add value, both to the organization and myself. To aim at expanding my horizons and developing skills in the field of "Logistics and Supply chain management" and to work in a dynamic environment that provides opportunities for my growth."

EXPERIENCE

*January 2021 -
December 2021*

Zeenara Technologies Private Limited

Operations Executive

Interviewed applicants about previous job history and skills Enter applicant information into computer system, data entry Schedule and set up .

Develop and manage utilization of document control database system allowing for better tracking of documents, approval loops, revision identification, quality, and timely receipt for distribution

Facilitated communication of inter-company departments by holding daily meetings and maintaining individual accountability.

Managed the project email inbox to ensure that internal requests are handled in a timely manner.

Managed communications, scheduling regular meetings to discuss identified areas of potential improvement, offering recommendations for the resolution

Maintain internal issuing, tracking and reporting status of drawings, specifications and engineering documents.

Realigned entire organizational design to include position titles, job descriptions and allocated resources to capture a more effective and efficient operating structure

Actively generated ideas to maximize maintenance productivity.

Recruit applicants for open positions, arranging job fairs with college campus representatives.

Developing, with line managers, human resource (HR) planning strategies, which consider immediate and long-term staff requirements in terms of numbers and skill levels.

*January 2019 -
December 2020*

Oriental Super Market

Logistics in charge and warehouse supervisor

Arranged necessary adjustments with suppliers regarding missing/broken/damages material deliveries, incomplete orders, or other issues.

Entered orders, receipts, stock issues, return adjustments, and back orders into the computerized inventory system to insure payment function.

Assisted in accurately maintains inventory records, stock levels, and places timely re-orders of stocked items

Minimized damage and repair costs through careful management and preventative maintenance.

Determined cost effective resolution to issue by analyzing, collaborating, negotiating, and deciding by deadline.

Provided clients customized logistical planning and execution for high-volume cargo shipments.

Providing dimensions and weights of packages and loads to be shipped as per requests from the shipping coordinator and manager.

Ensuring that customer orders are picked, accurate and loaded in a timely fashion. Ensuring all received product matches packing lists for accuracy in quantity, part numbers, and check for possible damage.

Put inventory away in predetermined locations to ensure the space layout plan continues to meet company standards.

Monitoring and engaging in email communications with project managers and shipping coordinators via Microsoft Outlook.

Maintaining warehouse cleanliness to avoid contamination of products entering and leaving the facility.

Creating a daily activities report for each shift which is communicated to all department leaders and other relevant personnel.

2015 - 2017

Oriental Super Market

Storekeeper

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

EDUCATION

2017 - 2019

SASTRA University

Master of Business Administration

7.4

2012 - 2015

Christian College of Engineering and Technology

Mechanical Engineering

7.02

2009 - 2012

Manali Ramakrishna Polytechnic College

Diploma in Mechanical Engineering

8.4

SKILLS

- Quickbooks
- Ms Word
- Ms Excel
- Project management
- Team Work and Collaboration
- Recruiting (Sourcing and Interviewing)

ACTIVITIES

- Event Co-ordinator of National Level Technical Symposium held at CCET
"MECHOROMA" = 2014 "MECHRISH" = 2015
- Event Co-ordinator of International conference held at SASTRA University
"ICONDIMST" = 2017 "PROGYAN" = 2018

LANGUAGES

- English - Read, Write, Speak
- Urdu - Speak

Hindi - Speak

Tamil - Read, Write, Speak

REFERENCE

Mohamed Salik - "Fikree pipe LLC"

Logistics Coordinator

+971 525221028