

Mohammed Shameej Cholayil

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| Objective: |

Looking for an opportunity to explore the possibility of employment in an organization where I can prove my skills and to be part of a team in better streamlining method and implementation of system development that dynamically works towards the growth of the organization

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| Educational Qualification: |

* **MBA – Logistics and Supply Chain Management (2017)**

Brillianz Educational Group, Dubai, UAE.

* **CISCM - Certified International Supply Chain Manager (2013)**

Certification : IPSCMI, USA

Institute : Blue Ocean Career Institute, Dubai

* **CISCP - Certified International Supply Chain Professional (2012-2013)**

Certification : IPSCMI, USA

Institute : Blue Ocean Career Institute, Dubai

* **B.C.A Degree (Bachelor of Computer Application)** **(2004)**

University : Madurai Kamraj University, Madurai, India.

College : Holy-Matha College, Ernakulum, Kerala.

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| Professional Experience in UAE |

1. **Universal Academic Services & Supplies, Dubai, UAE**

**Procurement & Logistics Manager, Feb 2018 - Present**

***Responsibilities:***

* Selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing
* Preparation of service level agreement to properly evaluate the performance of suppliers, and report on this on a regular basis.
* Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance
* Monitor, evaluate and improve supplier performance, according to an appropriate Service Level Agreement, on a continuous basis
* Control and monitor expenses against approved budgets
* Develop sourcing strategies
* Payment terms negotiation, optimization and management
* Maintain contracts with vendors
* Coordinate annual overseas orders.
* Make or purchase policy analysis and recommendations
* Establish or monitor specific supply chain-based performance measurement systems
* Create policies or procedures for logistics activities.
* Implement specific customer requirements, such as internal reporting or customized transportation metrics.
* Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
* Negotiate transportation rates or services.
* Supervise the work of logistics specialists, planners, or schedulers.
* Negotiate with suppliers or customers to improve supply chain efficiency or sustainability.
* Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.

***Software Using: ERP-Microsoft Dynamics***

1. **Marka PJSC, Dubai, UAE.**

**Assets & Logistics Manager, Jan-2015 – Feb 2018.**

***Responsibilities:***

* Responsible for the day-to-day management of fixed asset staff to facilitate proper accounting of fixed assets
* Responsible for the monthly Asset Management closing cycle to include but not limited to review and analysis of asset addition, asset disposal and asset adjustments, and the monthly closing process.
* Manages and reviews the creation of new assets, monthly depreciation calculation and posting, and the disposals/retirements of assets as well as maintaining dependent tables (useful lives schedule, etc.)
* Manages and reviews the preparation and analysis of the monthly reconciliation of the fixed asset subsidiary ledger to the general ledger.
* Manages Capital Accounting reporting, including current reporting tools as wells as new requests related to the Fixed Asset and Activity Management systems.
* Plays an integral role in the annual Capital Budgeting process and ensures a proper interface to/from the “Capital Budgeting” software system. Calculates cash flow requirements for renewal and replacement.
* Assists in the preliminary and annual audit performed by external auditors, including preparation of property plan and equipment audit schedules for the fixed asset accounts as well as accumulated depreciation and preparation of depreciation expense audit schedule.
* Responsible for the management of all aspects of the annual fixed asset inventory review.
* Prepares, updates, and maintains policies and procedures related to capital assets and related topics.
* Establish or monitor specific supply chain-based performance measurement systems.
* Create policies or procedures for logistics activities.
* Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
* Participate in carrier management processes, such as selection, qualification, or performance evaluation.
* Monitor product import or export processes to ensure compliance with regulatory or legal requirements.
* Supervise the work of logistics specialists, planners, or schedulers.
* Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes or mixes, or carriers
* Analyze all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products or supplies.

***Software Using: ERP-Microsoft Navision.***

***Oracle – WMS.***

1. **Evolvence Knowledge Investments - Repton School, Dubai, UAE.**

**Assets and Stores Supervisor, Aug-2012 – December 2014.**

***Responsibilities:***

* Monitor stock levels and carry out periodic stock takes.
* Responsible for Management of Staff, Inventory levels, Purchasing, Stock Replenishment.
* Supervise and assist in daily store operations: including ensuring accuracy of shipments and supporting documentation, receiving incoming material and routing to appropriate area or personnel, filling work orders from production, packaging assemblies and receiving into finished goods, ensuring inventory transactions are accurately logged and overseeing cycle counts and reconciliation activities.
* Measuring and reporting the effectiveness of the department activities.
* Developing and maintaining departmental work instructions for all tasks.
* Establishing or adjusting work procedures to meet warehouse demands as dictated by production schedules and work flow.
* Interpreting company policies to workers and enforcing safety regulations.
* Recommending measures to improve quality of service, increasing efficiency of department and work crew and equipment performance.
* Continuously improve store operations through the use of lean enterprise practices.

***Achievements:***

* Implemented a new inventory storage system.
* Reduced inventory 40% and saved space, time and cost per year.
* Put in place processes to ensure stock integrity.
* Achieved variance levels as low as 0.05%

***Software Using: Prodigy***

1. **Emaar Properties PJSC, Dubai, UAE**

**Store Keeper - Assets Control (Sep’2010 to Aug’2012).**

***Responsibilities:***

* Supervised a team of 7 warehouse workers and handled three warehouses with total area of 12000 sq ft.
* Oversee material inventories, warehouse receiving, and logistic strategies.
* Ensure adherence of shipments and receipts to host country customs requirements and standard operating procedures.
* Periodically asset verification and inventory control at all Emaar offices, warehouses, sites & hotels.
* Stores management and performs all other store and stock activities assigned from time to time
* Processing logistics movement of company Assets within specific time limit.

***Achievements:***

* Saved AED 100,000 yearly by reducing inventory.
* Credited with achieving an inventory variance of 0.2% on inventory valued at over AED 1 million.
* Provided a strong result in annual Stock take both at Warehouse and off site facilities by ensuring planning, training and site performance were conducted accurately and consistently.

***Software Used: Asset Management System, Inventory Management System***

1. **Al-Tayer Insignia (Retail Fashion), Dubai, UAE**

**Inventory Controller (June'2008 – Aug’2010).**

***Responsibilities:***

* Managed day-to-day distribution plans and picking operation for 70 outlets across Middle-East.
* Handled 10 Million plus unit stocks of more than 10,000 SKUs having 10 Million plus retails value.
* Maintained and applied the best practices, policies and procedures for efficient flow of operation.
* Forecast and follow-up on various aspects of distribution plan.
* Communicated for priorities and scheduled the tasks accordingly.
* Prepared staff performance appraisal, shift schedule, vacation schedule and productivity reports
* Coordinate inventory teams to support weekly cycle count and quarterly full countManaged day-to-day distribution plans and picking operation for 70 outlets across Middle East.
* Reviewed existing inventory control procedures and revised them wherever required.

1. **Al-Tayer Logistics, Dubai, UAE**

**Logistics Administrator – Purchase & Procurement (February 2006 to June 2008)**

***Responsibilities:***

* Coordinated all documentation for overseas shipments, including legalization of documents and compliance with requirements of Letters of Credit.
* Accurately verified over 20 to 40 daily Bills of Lading, Certificates of Analysis, freight forwarder documentation and billing.
* Ensured timely issuing shipping instructions, negotiated Letters of Credit
* Reviewed all orders of major customer, track shipment of orders and timely delivery, coordinate shipments from warehouse to customer, manage documentation.
* Identify, control and develop purchasing processes and practices, to ensure council obtains the best value for expenditure on goods and services.
* Provide support and advice to management and staff on procurement matters.
* Audit and provide key advice in developing, reviewing and implementing purchasing processes and practice.
* Co-ordinate the overall operation of Council’s purchasing function to ensure goods, works and services are provided at the most competitive rates.
* Monitor organisational procurement trends and implement improved procedures.
* Review of purchasing arrangements with suppliers including price, delivery, performance and discounts to achieve reduced supply chain costs to Council.

***Software Used: People Soft / JD Edwards, Microsoft Access***

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| Languages Known: |

English - Fluent.

Hindi - Fluent.

Malayalam - Fluent.

Arabic - Working Knowledge.

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| Personal Details: |

Name : Mohammed Shameej C.

Gender : Male

Marital Status : Married.

Date of Birth : 03.05.1982

Passport Number : M4866690.

Passport expiry : 11/01/2025

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