

UMMAR ASHRAF

Freedom Fighter Colony, Gate-3

B-166, Delhi-110068, India.

CONTACT NO.: +91-6005742175

EMAIL: umeee.ash@gmail.com



Summary :

Result oriented and dedicated with over 7 years of experience in Supply Chain Management, Logistics management, Order Management, Transportation, Warehouse operations, accurate shipment tracking and problem resolution Import & Export shipping. Adapts quickly to the changing needs of fast-paced growing organizations and looking forward to applying the acquired skills in a challenging role.

KEY SKILLS:

Supply Chain Management, Procurement & Sourcing, Logistics, Cost Reductions, Materials Management, Warehousing knowledge, ERP knowledge, Dispatching, Customs & clearance knowledge, Transportations, Documentation.

Experience:

1. Worked with Dattar Solutions Pvt. Ltd. from April 2019 to June 2020.
2. Worked with Sedar Décor LLC Sharjah from April 2013 to December 2018.
3. Worked with Reliance Life Insurance Pvt. Ltd. As Consultant Sales Officer. (18 Months)

- **Worked with Dattar Solutions Pvt. Ltd. in Supply Chain Management / Operations, April-2019 to June-2020.**
Dattar Solutions Pvt. Ltd. is an online transportation company that provides online transportation services through apps by the name of Dot2dotz.

Responsibilities:

1. Leading the Operations of the company, on the field as well as off the field as well.
2. Making different strategies to penetrate the market (reached from 0 to 40/50 rides on a daily basis).
3. Plan and manage Logistics, transportation and customer services.
4. Liasing and negotiating with suppliers and consumers.
5. Resolving of arising problems or complaints.
6. Meeting cost, productivity and timeliness targets.
7. Recruitment of marketing & sales executives.
8. Keeping check on Daily reports provided by the executives.
9. Making daily reports for the Director and report about the same on a daily basis.
10. Coordinating with the Users and Drivers on daily basis.
11. Monitoring and handling of admin panel.
12. Coordinating with the office staff regularly to maintain the cordial environment in the office.
13. Coordinating with the vendors that provide different services to our company.

- **Worked with Sedar Décor LLC Sharjah as Assistant Supply Chain Manager, April- 2013 till December 2018.**
Sedar Décor LLC is a furnishing company that has branches all over the world with its head office in UAE.

Responsibilities:

Supply Chain/Order Processing:

1. Order Punching:- Fetch orders from Partners/Franchisee showroom and upload them into ERP System.
2. Sales MIS: Maintain data of all the orders received from the Franchisee showroom.
3. Keep track of quantity of the stock, stock levels of each device and reconcile with CSS system and generate inventory report every day. Updating the daily stock report.
4. Keeping a track of purchase register, sales register, forecast report, stock report, sample report, Reconciliation report & master report.
5. Updating the timelines report. (PO raised > Stock received > packing & packaging).

6. Provide purchasing and procurement support through checking and verifying thoroughly all LPR's issued by different (departments prior to the system, for approval and look for alternative suppliers to formulate a pool of suppliers.
7. Prepare purchases orders and send copies to suppliers and to departments originating requests.
8. Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
9. Respond to the enquiries about order status, changes or cancellations.
10. Planning Delivery timetables, ensuring that stores have enough stock, overseeing the ordering and packing process.

Procurement & Sourcing:

1. Raising POs- Raise purchase orders as per product availability and type of manufacturing required for any particular product.
2. Follow up: Generate aging reports regularly and follow-up with the concerned team for timely procurement of the ordered products.
3. Mapping: Map the products received against order IDs for which the products were ordered and inform the same to the inventory & Logistic team for dispatch. Procurement of packaging material like Cartons, leaflets/inserts & shippers.

Warehousing Operations & Process Optimization:

1. Handling **Warehouse operations** like visual inspection of storage areas, inventory management system, picking items for production and shipment.
2. Optimized the warehousing processes resulting in 50% increased speed & 70% improved quality.
3. Employed single piece flow, inventory visualization & just in time inventory resulting in 20% increased work efficiency.
4. Achieved average reduction to dispatch time by improving packaging processes.
5. Accomplished average reduction of \$ 2/shipment & handled forecasting of 1,000 packaged & bulk products.

Export Shipping & Logistics:

1. Coordinates all shipments. Assists facilities in scheduling interior designing materials. Confirms the release of all sales orders and all documents are received after loading daily.
2. Communicates the transportation plan daily to the loading facilities. Works with loading facilities to coordinate loading appointments and capacity.
3. Preparing all the necessary documents for international shipping commercial invoice, Packing list, COO (Country/certificate of origin) from Sharjah chamber for export shipments, various other documents for payment purpose.
4. Generate shipping labels, Keep the packing material readily available with proper shipping labels fixed on the tamper proof bag. Replenishment of packing material to ensure smooth flow of dispatches.
5. Prioritized order security, accuracy and on time delivery, arranging transportation for delivery of the shipments to Aramex, Cargo Agents and TNT etc. AWB to send the shipments to the destination.
6. Move the shipment to warehouse and distributors to customers, keep record of import shipment such as ETD & ETA.
7. Coordinate shipments from UAE to overseas (Egypt, Iraq, Kuwait, etc), getting shipping information from suppliers overseas, get all paperwork necessary to clear the overseas custom.
8. Advise customer on ETA/ETD, contract the factory on shipment details, Maintain records on all the orders, customer service, solve any problem that could arise with vendors, customer returns, back orders records.
9. Gathered, logged and monitored all shipping data. Updated the database with changes in carrier/shipment status.

Fleet Management:

1. I was responsible for handling a fleet of over 50 vehicles.
2. Selecting suitable vehicles for the appropriate job.
3. Maintaining the fleet in good condition.
4. Monitoring driver operations.
5. Optimizing fuel & maintenance costs.
6. Maintaining all the records of the vehicle registration, insurance and docs related to drivers.
7. Maintaining vehicle issuance and returning records.

• Worked with Reliance Life Insurance Pvt. Ltd. Srinagar J&K As Consultant Sales Officer. (October-2007 to March-2009)

Responsibilities:

1. To train the financial advisers and set sales targets and motivate them to achieve the company goals.
2. Arrangement of meeting with different clients for business development.
3. Targeting specific group of high profile clients
4. Was handling and managing sales team comprising of 10 FA's.
5. Was responsible for monthly sales targets of the cluster and report and update the same to top management.
6. Provides database of the prospects to FA's for achieving the targets.
7. Calling existing customers for reinstatement renewals and new products of the company.

Qualification:

1. MCA from Islamic University of Science & Technology.
2. MBA from IMTS (distance mode).
3. BCA from Kashmir University.

Professional Certifications:

Cisco Certified Network Associate. (Routing & Switching)

COMPUTER SKILLS:

MS Office, ERP, Outlook, Window XP, Windows 7, Windows 8 etc.

Non-technical Traits:

- Good communication and presentation skills
- Out – and – out team player with very healthy and respectful views and opinions of fellow co–workers.
- Excellent ability to quickly learn and grasp new concepts, general or technical.
- Rapid adaptability to new and changing environments, cultures and traditions.
- I am an enthusiastic individual with a lot of self-confidence.
- I give more than 100% towards achieving objectives.
- Good interpersonal skills, commitment, result oriented, hard working

Personal Data:

- Father's Name: Mohd Ashraf.
- Date of Birth: 18th Feb 1985.
- Nationality: Indian
- Sex: Male
- Hobbies: Playing cricket.
- Passport Details: K6501534.
- Email: umeee.ash@gmail.com
- Cell Phone: +91-6005742175.