

**STORE COORDINATOR**

7 Years of Experience

Bachelor of Commerce

Certified in store and logistics supply chain Management

NABEEL V. SAMAD

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Transferable visa (NOC)**CAREER VISION**

To leave a legacy in store & Warehouse Management by being someone who is different and can make a difference.

CREDENTIALS**EDUCATION:**

- Certified in warehouse and logistics supply chain management INDIA 2016-2017.
- Bachelor's of commerce in marketing from mahatma Gandhi University

CAREER PROGRESSION

The organizations I have associated with are listed below with further details in the subsequent pages:

Period	Organization	Country	Position	Nature of Business
10/05/2023 –23/11/2023	Imdad facility management	QATAR	Store coordinator	Facility Management
11/08/2022-04/02/2023	Accor group	QATAR	Store and warehouse supervisor	As part of FIFA WORLD CUP
12/07/2019-25/06/2022	Store and sales department coordinator	INDIA	Store & sales coordinator	Business firm
14/04/2018-07/05/2019	Dubai port (DP WORLD)	INDIA	Logistics tally clerk	Dubai port (INDIA)
25/03/2017-12/03/2018	National trading and agency	INDIA	Cargo clearance officer	Cargo clearance company

IMDAAD FACILITY MANAGEMENT**POSITION: STORE COORDINATOR**

- ERP Inventor Manage System: Managing and maintaining inventory levels, tracking stock movements, and conducting regular stock checks to ensure optimal stock levels.
- Receiving and Inspection: Receiving incoming materials and equipment, conducting quality checks, and verifying against purchase orders or delivery notes.
- Storage and Organization: Ensuring proper storage and organization of all materials and equipment in the store, using appropriate storage techniques to prevent damage or deterioration.
- Issuance and Distribution: Issuing materials and equipment to various departments or technicians as per their requisitions while maintaining proper documentation.

- Vendor Management: Coordinating with vendors and suppliers for timely deliveries and resolving any issues related to orders or supplies.
- Stock Control and Reporting: Implementing stock control measures to avoid overstocking or stockouts. Generating regular reports on inventory levels, consumption patterns, and stock movements.
- Compliance and Documentation: Maintaining accurate records and documentation related to inventory, receipts, issues, and stock movements in accordance with company policies and procedures.
- Material Planning: Collaborating with the procurement team to forecast material requirements and ensure timely availability of materials to support ongoing facility operations.
- Equipment Maintenance: Ensuring that equipment and tools used in the facility management operations are well-maintained and periodically serviced.
- Health and Safety: Adhering to health and safety guidelines while handling materials, and ensuring the safe storage and handling of hazardous materials.
- Waste Management: Managing waste disposal procedures, including recycling efforts and the proper disposal of hazardous materials.
- Team Collaboration: Coordinating with other departments or teams to fulfill their material and equipment needs and providing support for facility-related projects.

ACCOR GROUP (LIVING ADVENTURE)

POSITION: STORE AND WAREHOUSE SUPERVISOR

- Overseeing day-to-day operations: Supervisors are responsible for ensuring smooth operations of the store and warehouse, including managing staff, organizing schedules, and coordinating work activities.
- Ensuring inventory accuracy: Supervisors are accountable for maintaining accurate inventory records, conducting regular stock checks, and addressing any discrepancies.
- Managing staff: This involves recruiting, training, and evaluating employees, as well as creating work schedules and assigning tasks. Supervisors also provide guidance and support to the warehouse
- Implementing safety protocols: Supervisors are responsible for enforcing safety rules and regulations to ensure a safe working environment. This may involve conducting safety training, inspecting equipment, and promoting safe work practices.
- Monitoring and optimizing productivity: Supervisors track the progress and efficiency of the warehouse and store operations, identify areas of improvement, and implement strategies to enhance productivity and streamline processes.
- Managing customer service: Supervisors play a pivotal role in maintaining high levels of customer satisfaction by addressing customer complaints, resolving issues, and ensuring prompt and efficient service.
- Budget management: Supervisors may be involved in budget planning and control, ensuring that financial resources are utilized effectively and efficiently. This includes monitoring expenses, identifying cost-saving opportunities, and ensuring adherence to budgetary guidelines.
- Liaising with vendors and suppliers: Supervisors may be responsible for establishing and maintaining relationships with vendors and suppliers, negotiating contracts, and ensuring timely delivery of goods and services.
- Handling reports and documentation: Supervisors are responsible for generating reports on various aspects of store and warehouse operations, such as inventory levels, sales performance, and staff productivity. They may also be involved in maintaining records, filing documents, and preparing necessary paperwork.
- Compliance with regulations: Supervisors ensure adherence to legal and regulatory requirements, such as health and safety regulations, labor laws, and licensing requirements. They may also stay updated on industry trends and developments to implement best practices

VM TRADERS

POSITION: SUPPLY CHAIN AND PROCURMENT COORDINATOR

- Source and select suppliers based on quality, cost, delivery, and other criteria.

- Issue purchase orders and contracts to approved vendors.
- Negotiate pricing and contract terms with suppliers to secure favorable terms.
- Ensure timely and cost-effective procurement of goods and services.
- Establish and maintain relationships with suppliers and vendors.
- Monitor vendor performance and address any issues or discrepancies.
- Conduct periodic supplier evaluations to assess performance and compliance
- Monitor and manage inventory levels to prevent stockouts or excess inventory.
- Coordinate with relevant departments to ensure inventory accuracy and data integrity.
- Implement inventory control strategies to optimize stock levels and reduce carrying costs.
- Coordinate the movement of goods from suppliers to warehouses or distribution centers.
- Work with logistics providers to ensure timely and efficient delivery of products.
- Oversee the shipping and transportation of goods to customer
- Identify potential risks in the supply chain and develop strategies to mitigate them.
- Monitor market trends and industry developments that could impact procurement or supply chain operations

DP WORLD (DUBAI PORT)

POSITION: LOGISTICS TALLY CLERK

- Calculate storage, Damage, Shipping
- Checking orders to ensure the accuracy
- Handle outgoing shipments, receive incoming shipments
- Maintain paperwork and records
- Handled, Deck, planning box
- Handled surveying in bubble gate department

NATIONAL TRADING AGENCY (NTA)

- Import and export clearance
- Clear goods through customs and to their destination
- Handling baggage, documentation
- Assisting in different areas of the warehouse
- Handling CFS (container freight station) works

CURRICULAM VITAE

Name : NABEEL V. Samad
Nationality : Indian
Gender : Male
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PASSPORT DETAILS

Number :V6572426
Place of issue :Doha; Qatar
Date of issue :12/01/2022
Expire date :11/01/2032

LANGUAGES KNOWN

English, Arabic, Hindi, Malayalam and Tamil.

NABEEL V. SAMAD.