



BADRALDIEN MUSA ALI MUSA

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Objective

I am writing to express my interest in a position, and I believe my Capabilities and employment Background are fit with your needs I have developed many skills in warehouse operations and mitigate losses, and to support the best storage management practices in compliance and warehouse guidelines Receipt/dispatch and verification of commodities in order

Experience

19/1/2014 -

8/11/2021

Dal Food Sayga

Warehouse Supervisor

- Coordinate the Logistic Operation.
- Report about the stock situation.
- Coordinate with Procurement.
- Receive the raw Material from Suppliers.
- Report about the quantity and quality of received goods.
- Prepare and update the system.
- Dispatch the items upon the requisition from Production section.
- Make the transaction in the system.
- Receive the finish Goods from Production.
- Dispatch the Finish goods to Client upon Dispatch Note issued from sales.
- Keep and maintain updating filing system (Computerize and stack card).
- Ensure the good warehousing practices.
- Report to quality control section about any sign of damage in the stock.
- Request from the safety section all equipment needed for the warehouse.
- Managing all warehouse staff (Truck drivers, Porters, Cleaners, Forklift drivers and tally Clerks).
- Prepare and Calculate the Claim of Wages of porters and casual workers.
- Prepare Monthly inventory stocktaking with finance.

*June 2009 - Dec
2010*

Gasoil and Benzene Gapco (Sudan LTD)
Station Manager

- **Deliver on area sales volume targets, sales activities and to ensure area monthly targets are met**
- **Manage and ensure the monthly contribution target for his area is met by controlling the selling of premium SKUs in his area to ensure profitability targets are met**
- **Manage the distribution of the monthly with the salesman and follow the daily sale**
- **Set review and follow the roust and salesmen daily report.**
- **Carry out regular visits to customers in different routes to ensure smooth operation of sales activities in his area**
- **Follow with the salesmen the supermarkets inventory level stock of premium brands by reviewing the bi monthly inventory level SKUs report by customer**
- **Follow the promotion activities in his area with the customer and submit monthly report to his line manager - Submit daily weekly and monthly report as per business needs**
- **Act and cover the senior supervisor in his absent with full responsibility.**
- **Attend the sales team monthly meeting and all other meeting requested by the business**
- **Plan and manage the annual vacation schedule for his team to ensure all manpower requirements are met**
- **Recruit train coach & appraise his direct team in order to ensure they are motivated & capable of performing their roles**
- **Write weekly report to the sales manager**

8/11/2021 -

Almanna Foods

warehouse supervisor

- Supervise Warehouse Operations
- Supervise Warehouse to ensure proper storage and dispatch of good and materials
- Supervise the implementation of the assigned system (Odoos) for inventory tracking purposes
- Develop the training plans of the subordinates and ensure the implementation in coordination with HR& Administration Department. Ensure all type of capacity development to the subordinates including on job training activities
- Oversee the safe receipt, storage, retrieval and timely dispatch of goods from suppliers so as to facilitate stores management
- Receive the goods and material/QA, QC department after grading and update daily stock report
- Ensure Workplace health and safety requirement are met and take responsibility for the security of the building storage pads and stock to satisfying all safety requirement
- Liaise with Supply Chain and Finance departments to ensure smooth receipt of goods and flow of documentation
- Properly receiving all inputs including quantity and quality checks, issue GRN, stock entry and safe storage to support operational activities
- Plan the arrangement of goods within the warehouse, good housekeeping and organize special requirements for certain stock, such as high value stock or fragile products to give to maintain warehouse in good condition
- Oversea Goods issuance to various departments and monitoring stocks expiry dates to ensure the efficiency of storing activities
- Lead stocktaking process as per company policy and report discrepancies
- Supervise and train warehouse staff
- Follow and implement the required safety police and rules- Lead the process of performance Management (Setting of annual KPIs) in coordination with manger and ensure the fair appraisal to all staff within his span of control

Education

3 years

Jazeera College of technology

Diploma Network Installation

Good

month

seven vision training and development

Logistics and supply chain management

month

seven vision training and development

Food Safety Management System (ISO22000)

month

seven vision training and development

Good Manufacturing Practices (GMP)

month

seven vision training and development

Hazard Analysis & Critical Control Points (HACCP)

month

seven vision training and development

Qc/ QA & Quality System in Food Industries

Skills

Out Look

MS Word

MS Excel

Using internet

ERP

Emailing

Reference

Mohammed Hassan Ahmed - "Dal Food Sayga"

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