

RAVI PAHALWANI

📍 Sharjah, United Arab Emirates

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PROFESSIONAL SUMMARY

Meticulous and highly organized professional with over 24 years of extensive experience in warehouse operations, inventory management, and back office support. Demonstrated experience in optimizing storekeeping activities, warehouse processes, and oversight of ancillary teams to operate the business seamlessly. Specialized in inventory management, logistics management, procurement support and data entry with comprehensive knowledge of ERP systems and inventory software. Strong skills in record keeping, reducing inefficiencies of operations, policy adherence and safety compliance. Forged a reputation as a leader, problem-solver, and proactive team member at improving processes and increasing productivity.

PROFESSIONAL EXPERIENCE

AL SAFEER INT. LLC, (Sharjah, United Arab Emirates)

- **Inventory Coordinator - (2016-Present)**
 - Supervise and coordinate the activities of the back office team to ensure efficient and accurate processing of data and documents.
 - Monitor daily operations such as data entry, record keeping, invoice processing, and report generation.
 - Ensure compliance with company policies, procedures, and regulatory requirements in all back office functions.
 - Train, mentor, and evaluate back office staff performance; provide feedback and support professional development.
 - **Ware House In charge - (2011-2015)**
 - Manage daily warehouse operations to ensure smooth receipt, storage, and dispatch of goods.
 - Supervise and lead warehouse staff, including training, scheduling, and performance management.
 - Implement and enforce warehouse safety policies and procedures to comply with legal regulations and company standards.
 - Handle documentation related to shipments, receipts, stock transfers, and inventory audits.
 - **Store Keeper - (2005-2010)**
 - Receive, inspect, and verify incoming goods against purchase orders and delivery notes.
 - Store materials systematically in designated locations to ensure easy access and inventory control.
 - Issue materials and supplies to authorized personnel based on requisitions.
 - Maintain accurate and up-to-date inventory records using manual logs or computerized systems.
 - **Stores Assistant - (2001-2005)**
 - Receive and inspect incoming materials for quantity and quality.
 - Label, store, and organize materials in the designated storage areas.
 - Issue materials and supplies as per authorized requests.
 - Maintain accurate inventory records using manual logs or inventory management systems.
 - Monitor stock levels and report low stock or discrepancies to the Storekeeper or Supervisor.
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EDUCATION

Secondary Education | Adarsh School, Rajasthan Board (CBSC)

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SKILLS

Stock control and inventory management, Material receiving and inspection, Attention to detail, Time management, Communication and teamwork, Computer literacy, Inventory or ERP systems, Problem-solving, Good communication skills, Warehouse operations management, Team supervision, Data accuracy and document control, Reporting and analysis,