CURRICULUM VITAE

Vasim Khan S.

Store Coordinator

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LOCATION Abu Dhabi, UAE
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LICENSE **UAE driving license · Light vehicle & Heavy mechanical equipment · valid to Oct 2030**



Store coordinator and Certified International Supply Chain Professional (IPSCMI) with five years in UAE stores and logistics. I keep requisitions, purchasing, receiving and issues moving between the store and the departments it supplies, with every transaction recorded in IBM Maximo and stock that matches the system. Experienced in SAP from earlier roles and strong on store documentation, stock reconciliation and reporting. Holds a UAE driving license for light vehicles and heavy mechanical equipment.

PROFESSIONAL EXPERIENCE

Store Coordinator

Dec 2025 – Present

Arabian Power Company · Abu Dhabi

- Coordinate daily store operations between the store, procurement and the departments it supplies.
- Process material requisitions, check availability in Maximo and issue stock FIFO / FEFO against issue slips.
- Raise purchase requests for shortages and follow up open orders and delivery dates with procurement and suppliers.
- Verify deliveries against PO, invoice and delivery note, arrange quality inspection where required, and post GRNs in Maximo.
- Keep stock accurate through daily cycle counts, monthly physical verification and Maximo reconciliation, and report each variance with its cause.
- Prepare daily stock, consumption and slow / non-moving reports, and keep store and dispatch records audit-ready.
- Also operate the forklift and Bobcat (skid-steer loader) for loading, unloading and moving materials when needed.

Store Coordinator & Forklift Operator

Oct 2024 – Nov 2025

Central Trading Company L.L.C · Al Rostamani Group

- Coordinated daily receiving, storage and dispatch of wholesale stock with the warehouse team.
- Kept accurate SAP records of all materials received, moved and issued.
- Checked incoming loads against delivery documents and reported damage or shortages.
- Operated the forklift and Bobcat to load, unload and move pallets, with daily pre-use checks and basic maintenance.

Assistant Team Leader, E-Commerce

Apr 2021 – Feb 2024

Trilogi Logistics (GMG) · JAFZA, Dubai · Sun & Sand Sports account

- Helped lead daily e-commerce fulfilment, tracking every order in SAP WMS.
- Received inbound shipments against purchase orders and inspected for damage.
- Ran cycle counts and inventory audits, and corrected discrepancies at source.
- Kept stock movement records and prepared reports for management.
- Trained new joiners on store procedures and safety practices.
- Took part in safety training and emergency response drills.

CORE SKILLS

COORDINATION & RECORDS

Material requisitions
Purchase follow-up
Receiving & GRN
Issue & transfer records
Dispatch documents
Stock reports & audits

STOCK CONTROL

Cycle counting
Physical verification
Stock reconciliation
FIFO / FEFO
Slow & non-moving stock
Space consolidation

SYSTEMS & OFFICE

IBM Maximo
SAP / SAP WMS
RF / PDA scanner
MS Excel, MS Word
English & Tamil typing

EQUIPMENT

Forklift (HME licensed)
Bobcat (skid-steer)
Pallet jack

DRIVING LICENSE

UAE license, issued in Dubai
Light vehicle
Heavy mechanical equipment
Valid until Oct 2030

STORE PROCESS EXPERTISE

The full store cycle I run day to day, with every step recorded in IBM Maximo.

01 · INWARD

Receiving

- Vehicle arrival, gate entry and security check
- PO, invoice and delivery note verification
- Unloading, physical and quality checks
- GRN posted in Maximo
- Material tagging and labelling

02 · STORAGE

Storage & handling

- Bin allocation by SKU
- Put-away to designated racks and bins
- Location updates in Maximo
- FIFO / FEFO rotation
- Space consolidation and stock transfers

03 · CONTROL

Inventory control

- Daily cycle counts
- Monthly physical verification
- Reconciliation with Maximo
- Variance reporting and correction

04 · OUTWARD

Material issue

- Indents and requisitions received
- FIFO / FEFO picking with RF scanner
- Quantity and quality check
- Material issue slip prepared
- Handover and Maximo update

05 · OUTWARD

Dispatch

- Order verification
- Packing, invoice and delivery note
- Loading and vehicle checklist
- Dispatch confirmation in Maximo

06 · CLOSE

Records & reporting

- Daily stock report
- Consumption report
- Slow and non-moving stock report
- Audit compliance

CERTIFICATION

Certified International Supply Chain Professional

October 2026

International Purchasing and Supply Chain Management Institute (IPSCMI), USA · trained by Blue Ocean Academy · Credential ID BOA-STD321292

Inventory management | Procurement in supply chain | Demand planning & forecasting | Warehousing strategies | Transportation planning & management | Logistics & SCM principles | Incoterms 2020 | Trade payment methods

EDUCATION

Bachelor of Computer Applications (BCA)

The New College (Autonomous), Chennai · University of Madras · 2017 – 2020

Diploma in Office Automation

TCEDS Computer Education, Vannangundu · 2014

IT fundamentals & MS Office · Tamil & English typing · Internet & e-mail

LANGUAGES

FLUENT	Tamil, English, Hindi
BASIC	Arabic, Malayalam

PERSONAL DETAILS

NATIONALITY	Indian
VISA	UAE employment visa
LOCATION	Abu Dhabi, UAE
ACTIVITIES	Table tennis (doubles), zone-level runner-up, 2015 – 16