

MIS Officer

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Company: Sundus

Location: abu dhabi

Category: other-general

Daily coordinating and follow up with Warehouse team providers and make sure all the inbound/outbound operation has been done as planned and updating daily consolidated operation monitoring report /dashboard. Based on daily activities, maintain and measure operational cost analysis to makes sure efficiency and warehouse optimization for continuous improvement of the operation. Ensure compliance with contract terms and conditions, validate operation performance, maintain records and database of contracts, and identify and escalate any contract-related issue as necessary Following warehouse utilization and planning for inbound shipment space for most cost-efficient manner using best warehouse optimizing methods to store the goods with zero demurrage due to space shortage for inbound shipments. Evaluate the performance of Department KPI, analyze system data sharing daily dashboard to make sure department performance is timely updated. Resolving the operational issues related to Supply Chain Non-Fresh, coordinate with team as well as internal stakeholders to implement plans to improve operational effectiveness and efficiency. Ensure proper inventory management with daily validating the SOH with storage/ inbound/outbound to make sure system data accuracy and make adjustments and improvement as needed. Evaluate delivery efficiency with follow up with 3PL/transporters to make sure on time delivery to customers with agreed time period with zero customer complains. Prepare daily /weekly performance reports and ensure efficiency and effectiveness of operational improvements and escalate corrective actions for continuous improvements as needed.

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