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| IMG_0078 copy.jpg  **Arjun**  [**Arjun.149284@2freemail.com**](mailto:Arjun.149284@2freemail.com) | | | | | | | | |
| **warehouse and logistics manager** | | | | | | | | |
| A multifaceted professional with experience in operations, Administration, Import and Export, Materials Management and Planning. A quick learner, self-motivated, result oriented professional with demonstrated abilities in management, with effective cross-cultural communications. A resilient problem-solver who is both outgoing and achievement-driven. Effective at collaborating with others to achieve established goals, to contribute towards the growth and success of the organization. | | | | | | | | |
|  | | | | | **Areas Of Expertise** |  | | |
| * ***Multifaceted Person*** | | | | * ***Excellent Communications Skills*** | | | * ***Inter-personal Skills*** | |
| * ***Logistics/Warehouse Management*** | | | | * ***Import & Export & LC Documentation*** | | | * ***Cross - functional Coordination*** | |
| * ***Customer Relationship Management*** | | | | * ***Stock Management*** | | | * ***Inventory Management*** | |
| * Multi-faceted professional having experience in Logistics, Warehouse, Customer Support, Operations. * Team player with excellent interpersonal skills can handle multitask, work under pressure & meet the deadlines. * Knowledge of Export and Import Management. Air cargo/ sea cargo documents: like certificate of origin, airway bill, bill of exchange, commercial invoice, bill of lading, inspection certificate and other matters related to customs. * Thorough knowledge in Letter of Credit , UCP 600 , Transportation, freight-forwarding, warehousing, forecasting , dealing with Free Zone Custom Clearance & ERP. * Depth Knowledge of Dubai Custom Online Portal (Mirsal II) * Proven expertise in overall management of technical and operational functions to maximize productive output coupled with proven acumen to accomplish project execution within defined time / cost parameters. * Ability to diplomatically resolve customer complaints and diffuse tension, to ensure customer retention. * Manage and organize deliveries, coordinate with the transporters and ensuring timely deliveries. * Ability to build reports, listens, persuade and negotiate, follow up payments, and maintain updated outstanding statements.. * Prepare export shipping documents, packing list, shipping invoice, shipping instructions, and labels. * Excellent communication skills, with Customer service skills, Good knowledge of MS Office. * The flexible person to change, adept and respond rapidly to changing circumstances. * Strong administration and management skills with efficiency to deal with professionalism. | | | | | | | | |
|  | | | | | **Career Snap Shot** |  | | |
| Feb 2008 till date  Feb 2005 to Feb 2008 | | | **Warehouse & Logistic Manager , -**Intex Technologies LLC/FZCO,Dubai , U.A.E.  **Sales and Warehouse Coordinator** ,-Intex Technologies LLC , Dubai, U.A.E. | | | | | |
| Nov 2003 to July 2004 | | | **Admin And Finance Assistant**, -Bids Pvt Ltd, Kathmandu , Nepal. | | | | | |
| Feb 1998 to Sep 2001 | | | **Field Research Supervisor**, -AC Neilson ORG-MARG ,Kathmandu ,Nepal | | | | | |
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|  | | | | | **Professional Experience** |  | | |
| **Warehouse & Logistic Manager -Intex Technologies LLC/FZCO, Dubai U.A.E. (Feb 2008 till Date) Date**   * Managed warehouse and logistics related works, prepare periodic stock movements & inventory statements. Motivate, organize, and encourage teamwork within the workforce to ensure smooth operations. Maintain standards of health & safety, hygiene & security. * Solely accountable for handling all sales related matters such as quotation, invoices, delivery notes, correspondence to customers, negotiation for orders. Prompt delivery of customer’s orders, follow up for material transfer**.** * Streamlining the system and procedures for effective warehouse management, inventory control and for monitoring the flow of materials to and from the warehouse. * Engaging with business and delivery alliances to provide solutions to clients. * Managing Transportation, warehousing, documentation, Free zone import – export operations. * Actively involve in processing orders to supplier as per customer requirement * Successfully monitor the requirement and optimum utilization of funds as per approved guidelines and procedures * Prepare various MIS Reports and plan the Physical Inventory effectively and streamline warehouse operations * Build and maintain strong relationships with customers, vendors and other departments to facilitate smooth flow of goods and related information. * Adroitly develop and sustain the existing network, effectively manage the entire logistics across all over business Partners and Distributors to ensure timely delivery * Ensure adherence to satisfy standard and maintaining all related documents. * Identify areas of quality failures and take steps to rectify the system * Ensure all Inwards Systems from Loading to Till stock update in systems(Maintain all records and ensure about time frame) * Analyzing data to monitor performance and plan improvements and demand, managing inventories, forecasting stock levels. * Responsible for the strategic and operational planning of Customer logistics operations. * Track, analyze and communicate key performance metrics   **Sales and Warehouse Coordinator Intex Technologies LLC, Dubai U.A.E. (Feb 2005 to Feb 2008)** | | | | | | | | From Feb 2008 till date |
|  | | | | | |  | | |
| * Prepare Sales Quotation and follow up with Customer till goods Delivery * Monitoring the quality, quantity, cost & efficiency of the movement and storage of the goods. * Planning for future requirements of Stocks availability and equipments for warehouse. * Producing regular reports to the senior managements * Getting timely confirmation with other departments for timely deliveries of Shipment. * Receiving, inspecting all incoming stock, & reconciling them with purchase orders, and distribution the documentation with purchase orders, reporting, documenting, tracing damages, and discrepancies on orders received. * Solely accountable for handling all sales related matters such as quotation, invoices, delivery notes, correspondence to customers, negotiation for orders. Prompt delivery of customer’s orders, transport management and follow up for material transfer. | | | | | | | | |
| **Admin and Finance Assistance Bids Pvt.Ltd., Kathmandu, Nepal** | | | | | | **(Nov 2003 - July 2004)** | | |
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| * Maintain proper filing & account position of all related project as per concern Contract. * Worked with Managing Director for developing Company’s financial, HR and other policies, rules and regulations. * Worked with Program section for planning and generating financial resources for the Company. | | | | | | | | |
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| **Field Research Supervisor** **AC Neilson ORG-MARG ,Kathmandu ,Nepal** | | | | | | **Feb 1998 - Sep 2001** | | |
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| * Manage the questionnaire forms, observation schedules and checklists for the fieldwork and scrutinize those document schedule filled up by the freelancing investigators. * Supervise and to provide guidelines about sampling techniques to be followed and filling up the research instruments. * Prepare and submit the top level findings report and financial transaction report to the officer. | | | | | | | | |
|  | | | | | **Qualification Skills & Rewards** |  | | |
| **Educational Qualifications** | | | | | | | | |
| 2003 | **Master in Business Studies (MBS )From Tribhuvan University Nepal in 2003**  **(Specialization in Marketing Research & Service Marketing )** | | | | | | | |
| 2013 | **Awarded Best Head of Department of the Year From Intex Technologies LLC** | | | | | | | |
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| **Trainings and Personal Enhancement** | | | | | | | | |
| 2012 | | **Documentary Credit –UCP600,** Target Management Consultant , Dubai, U.A.E. | | | | | | |
| 2010 | | **Training in Safety Induction**, | | | | | | |
| 2008 | | Certified Medic First Aid & fire Fighting training course. | | | | | | |
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| **I.T. Skills** | | | | | | | | |
| Working in fully computerized environment since 1998. Application Software: MS Office, Word Excel. Power Point, MS Outlook, Internet, Advance Excel,FOCUS ERP , Mirsal 1,Mirsal 2, Windows,Busywin etc. | | | | | | | | |
| **Languages Known** | | | | | | | | |
| **English** (Read, Write, & Speak)  **Hindi** (Read, Write, & Speak) **Nepali**  (Read, Write, & Speak) | | | | | | | | |
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