 **CURRICULUM VITAE**

## VENKATA

**Email:** [venkata-234141@gulfjobseeker.com](mailto:venkata-234141@gulfjobseeker.com)

**CAREER OBJECTIVE:**

To be associated with a company that provides ample opportunities for continuous learning, and encouragement for the hard work and to be the part of the growth of the organization.

**PROFESSIONAL EXPERIENCE**: Total 9 years’ experience in Logistics, Warehousing, Transportation and Customer Relation.

**PROFESSIONAL QUALIFICATION:**

* **Second Class in** BSC (Information Technology) from MTN College Madurai Kamaraj University, Madurai, India in the year April 2008
* Development Tools : C, C++.
* Front End : Visual Basic.
* Operating Systems : MS-DOS, Windows 9x, 2000/XP, Vista.
* Applications : MS-Office 2007 suite.
* Database MS SQL Server(pursuing)

**STRENGTHS:**

* + Excellent communication and interpersonal skills.
  + Proactive at work.
  + Ability to learn new things at a pace.
  + A very good team player.

**PROFESSIONAL EXPERIENCE**

**Nature of the Company:** Contracting Company

**Period of Work:** March 2018 to date

**Position: Logistic coordinator**

**JOB PROFILE:**

* Coordination with Transport, Hire Desk operations team and Projects.
* Handling fuel coordination to the projects
* Allocating vehicles (Trailer, Sewage Tanker, Sweet Water Tankers, Pickups, BUS) to projects on timely basis as per request received.
* Allocating drivers to a particular job as per their experience
* Monitoring driver database for annual leaves
* Time Sheet checking and approval for drivers and helpers.
* Tracking vehicles in tracking software for fines, overtime, etc.
* Cost allocation to projects in COINS software for the vehicles allotted to Projects.
* Following up with workshop for timely repair of breakdown vehicles
* Salik monitoring for vehicles to reduce overall cost
* Timely Monitoring of vehicle Registration expiry and insurance renewal of the vehicle
* Timely monitoring of Dubai Municipality Sewage Discharging Salik for Sewage Tankers
* Knowledge of job cards in COINS

**PROFESSIONAL EXPERIENCE**

**Nature of the Company:** Distributor of Branded Apparel/Shoes

**Period of Work:** Nov 2015 to Dec2018

**Position:** Warehouse Coordinator cum Inventory Controller (Customer Handled: Reebok, Nike, Skechers, Under Armour, Speedo, & Athletes Material)

**JOB PROFILE:**

* Responsible to receiving and dispatch the Material to client and internal stock transfer.
* Preparing Invoicing, packing list to deliver the goods as per requirement from customer.
* Receiving daily orders and organizing to deliver.
* Stock transferring to various showroom and Invoicing to customer.
* Coordinating with sales team for daily order to achieve the target.
* Coordinate sales team by managing schedules filling important document and communicating relevant information
* Ensure the adequacy of sales related Equipment and material.
* Respond to complaints from customer and give after sales support when requested.
* Organizing and preparation of promotional material.
* Training and evaluating performance of the staff and submit the reports to HR dept.
* Conducting disciplinary, capability and grievance investigations and taking appropriate action to address any failings.
* Responding to all customer complaints or queries in an efficient manner, taking responsibility of discrepancy
* Ensuring the efficient running of administration and office procedures.
* Monitoring and tracking the flow of goods into the warehouse, controlling the order cycle.

**PROFESSIONAL EXPERIENCE**

**Nature of the company:** Fruits and Vegetables wholesaler

**Period of Work:** Jun 2015 to Oct 2015

**Position:** Warehouse & Logistics coordinator – Customer Service (Customers handled: Carrefour, Union corp, Sharjah corp, Panda & Zoom)

**JOB PROFILE:**

**Warehouse & Logistics:**

* Goods receiving from different countries by Air, ship & Roadways.
* Receiving the goods & checking the quality of goods, segregating good and bad qualities & reporting to concern dept. Preparation of MIS Reports of Incoming and outgoing stock
* Preparing – Invoice for dispatch, quality report & daily stock report.
* Planning the Root plan - Transportations as per the Sales request
* As per the customer Request arranging the Transportations & deliver the goods to customer end.
* Handling the stocks using the bar-coding systems.
* Tallying the stock from using the PDT systems to check the GRN and report the same to the customers.
* Experience in Materials Management, Distribution operations, and Customer Care relationship.
* Have executed methods of following inventory, good housekeeping, safety, FIFO/LIFO MIS reporting as per requirement
* Active member of WMS implementation team.

**PROFESSIONAL EXPERIENCE**

**Nature of the company:** Logistic company

**Period of Work: Apr 2012 to Jan 2015**

**Position:** WarehouseOperations controller & Inventory Controller (Tamil Nadu & Kerala)

**Client**: Dalmia cement Bharat Ltd, TN & KL Zone.

**JOB PROFILE:**

**Warehouse & Logistics Operation**

* Online supply of materials from supplier end to customer end.SOP for each & every activity.
* Experience in Materials Management, Distribution operations, and Customer Care relationship.
* Core competence in material resource planning, procurement and monitoring.
* Played a key role in implementing cost effective methods.
* Controlling man power effectively so as to have timely completing of order.
* Make effective operational decisions to ensure that service level is achieved consistently on all contracts in the most cost effective manner.
* Presenting daily status reports on SOW metrics to the management team and service.
* Providing the review presentation for WBR/QBR/MBR to the client and internal team
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* Prepare the necessary documents needed for the Physical Inventory check.
* Preparation of MIS Reports of Incoming and outgoing stock
* Send out the PO as per the materials lead time and make sure the materials arrive in the necessary time period.
* Prepare the Bill of Material Cost for each product
* Be the contact window for the customer

**PROFESSIONAL EXPERIENCE**

**Period of Work:** Jan 2009 to Jan 2012.

**Position: MIS Executive - Customer Service Samsung Communication**

**JOB PROFILE:**

* Producing daily metrics trend and projection for the month report to Management.
* Responsible for all circles and all location Invoice calculation & root cause analyzing.
* Accomplishing the team goals at any given period of time frame
* Presenting daily stats reports on SOW Metrics to the management team and service delivery team,
* Create and deliver periodic operations reports as required.
* Tuning up the templates in order to improve the accuracy of the reports.
* Providing the Daily\ WTD \ MTD - Agent Score cards on the KPI Metrics and the other critical metrics.
* Delivering the weekly and monthly reports on Operational stats for both client and internal management team
* Adhering to the given timelines while maintaining the integrity and accuracy of data
* Tracking schedule adherence on a daily basis
* Preparing weekly/monthly client reports and delivers within the committed timeline.
* Maintaining the Employee history of the employees in the Process.
* Preparing a Asking rate calculator to keep a track on the Targets of the KPI Metrics.
* Providing the Agent and Manager level Performance Development review process data to the concerned hierarchy.
* Providing the Ad-hoc reports to the program

**PERSONAL INFORMATION:**

Date of birth : 17.10.1985

Marital status : Single

Nationality : Indian

With valid UAE driving license

Languages known: English, Hindi, Tamil and Malayalam

**Declaration:**

If I am given the post, I assure you that I would discharge my duties to the satisfaction of my superiors and bring laurels to your concern.

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

**Yours Sincerely**

**(Venkata)**