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**Objective:**

Self-motivated individual seeking a position in **Logistics / Warehouse Operations** with a zeal for professional progress and career advancement through determination and dedication in a progressive organization

**Profile Summary:**

* 12 years experienced in Logistic and Warehouse in Charge in Kuwait
* Qualified with Bachelor of Business Management in India
* IATA Certified in Cargo with knowledge of Dangerous Goods Regulations, loading, Packing, Marking, ULD Handling, Rating and other related to IATA Cargo.
* Result oriented team player with proven capability to manage all stores operations including purchasing and sales forecast, maintaining of inventory and stock.
* Comprehensive knowledge of procurement, production & distribution logistics with the international shipping trends
* In-depth knowledge of inventory management process
* Possess effective time management, oral and written communication skills
* Attention to detail and has the ability to work under pressure
* Effective communicator adept in delivering superior customer service and bridging the business and technical communities.
* Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals.
* Ability to work independently with less supervision as well as in a team environment

**Professional Experience**

**COMPANY : CRESCENT COMMERCIAL CO LTD, Kuwait**

**DESIGNATION : LOGISTICS IN CHARGE**

**PERIOD : DECEMBER 2007 - TILL DATE**

**Job Profile:**

* Making sure that all freight receipts and deliveries are carried out in time and coordinating with transport companies for early dispatch and delivery.
* Procuring Rates from Freight Forwarders, Shipping lines & Airlines, request for pre-alert (copy of the B/L, commercial docs), also ensuring that all necessary documents have been handed over to shipper for negotiation
* Supervising the store keepers for material receipt and assigning locations.
* Perform responsibilities of routine movement of incoming and outgoing cargo and freight shipments by Air and Sea.
* Provided key senior management with daily updates on sales, and stock movement.
* Secure and move material to its destination anywhere in the warehouse. Update the computer database when completing each move of material.

**COMPANY : MOHAMED ASHKANANI INT’L , Kuwait**

**DESIGNATION : INVENTORY CONTROLLER**

**PERIOD : MAY 2003 – NOVEMBER 2007**

**Job Profile:**

* Maintaining daily records of documents and generating invoices.
* Maintaining Client Accounts, Preparing of payments and vouchers.
* Preparing Material Requisition for Purchases.
* Oversee all facets of operation for the entire warehouses.
* Monitoring and ensuring 100% accuracy in delivering and storing.
* Overseeing Stock Replenishment for Expires and Near Expires.
* Preparing deliveries for the van drivers.
* Verifies inventory computations by physical stock, and investigates discrepancies.
* Ensuring that all stores are well maintained in a Hygienic and Safe manner.
* Maintain inventory, Purchasing and Procurements of products and supplies.

**COMPANY : ICICI PRUDENTIAL, Mumbai, India**

**DESIGNATION : BUSINESS DEVELOPMENT OFFICER**

**PERIOD : SEPTEMBER 2000 – MARCH 2003**

**Job Profile:**

* Created and directed special events and venues for the promotion of Life Insurance products. Coordinating marketing strategy and sales operations
* Increased potential customers and generate leads for the organization.
* Managed daily accounting responsibilities, including receipts and credit card documentation’s.
* Effectively analyze sales forecast against company sales plans and forecast.
* Generated trust and teamwork among the staff.

**COMPANY : KABAROLE UNITED TRADERS, Uganda, Africa**

**DESIGNATION : TRANSPORT COORDINATOR**

**PERIOD : JULY 1999 TO AUGUST 2000**

**Job Profile:**

* Distribution and dispatching of incoming and outgoing goods.
* Finding the most cost effective carrier for full truck loads.
* Served as an internal contact for corresponding sales executives and senior managers.

**Educational Qualifications:**

**Bachelor of Business Management**, Major in Management, Bharathiar University, Coimbatore, India

**Pre-Degree, Commerce** Major, Mahatma Gandhi University, Kottayam, India

Internet Technologies, Web Designing and Programming, Aiscomp, Mumbai, India

**Certification:**

IATA Diploma in Cargo Handling and Rating

IATA Certification in Dangerous Goods Regulations (Category 5,8)

IATA Certification in ULD Handling Awareness

**Core Accomplishments:**

Registered representative of Insurance Regulative and Development Authority of

India, IRDA, India

Designed and marketed www.itskills4u.com an e-learning portal.

**IT Skills:**

Database Management using Focus, Oracle, MS-Access and MS-SQL

Knowledge in MS-Office, Star Office, Windows Operating Systems

Inventory packages – Tally 5.4, Daceasy, Focus….

Web Development and Internet Technologies

**Personal Profile:**

Date of Birth : 25th November 1976

Nationality : Indian

Language Known : English, Hindi, Arabic, Malayalam and Tamil



**Gulfjobseeker.com CV No:** **1490502**