## RESUME

**JOB PROFILE**

Experienced over 20 Years in Logistics and Office Management in multi cultured organisation. Exposure in ERP MICROSOFT DYNAMICS, AND PANACEA .

**TAER AL SAHRAA GENERAL TRADING (Hercules Group of Companies) UAE – (**Oct 2013-Aug.2015**)**

(Building Materials & Automobile Spares Trading)

**Role:**  **Warehouse In-charge**

* Inventory Control
* Coordination with Vendors, Head Office, Sales Team and Showrooms.
* Overall Warehouse Management

**STEEL MART INDIA PVT. LTD., Chennai, India -** (Nov 2010 – Sept 2011**)**

(Channel Partner for Arcelor Mittal)

**Role:**  **Continuous Improvement Manager**

* Implementation of SOP
* Continuous quality improvement

**Role:**  **Logistics Manager**

* Operations of Four stock yard - **Tamil Nadu, Kerala, Karnataka and Andhra**.
* General Administration

**SHEKAR LOGISTICS PVT. LTD., Chennai, India - (**Aug 2009 - July 2010**)**

**(**3 PL Provider for Tata Steel Company Limited)

**Role: Operations Manager**

* Supply Chain
* Fleet Management
* General Administration

# NUKOTE COATING SYSTEMS ME LLC, Dubai - (December 2007 - March 2009)

# (Manufacturer of Polyurea Coatings)

**Role: Supply Chain & Logistics Manager**

* Material Planning and Sourcing of Raw Materials
* Inventory Control
* Production & Sales Co-ordination
* General Administration

# JOTUN U.A.E LTD (LLC), Bahrain - (April 2001 - April 2007)

# (Multinational Paint Manufacturing Company)

**Role: Warehouse In-charge**

* Preparation of Documents
* Inventory Control
* Coordination with Sales, Customers and Head Office
* Overall Warehouse Management

# SUHAIL & SAUD BHAWAN LLC, Muscat, Sultanate of Oman - (August 1997 - May 2000)

(Building Material Division)

# Role: Warehouse Assistant

* Movement of Materials
* Preparation of documents
* Coordinating with customers, Sales and commercial Department.
* Inventory control
* **Handled stocks over 8000 SKUs**

# RAINBOW ASSOCIATES, Chennai, India - (Jan. 1992 - June 1997)

# Promotion and application of high performance coating and Decorative Coatings

* Contracts and Office Administration

**NUMECH EMBALLAGE LTD, Bombay, India (**June 1991 - Dec. 1991**)**

(Manufacturer of PAPER and HDPE Bags)

# Role: Warehouse Supervisor

# Inventory Control.

* Production & Sales co- ordination and administration.

# JENSON & NICHOLSON (I) LTD, Madurai, India - (May 1984 - May 1991)

# Role: Commercial Assistant

* Movement of Materials
* Inventory Control
* Customer Coordination
* **Maintained discrepancy free stores in handling over 700 SKUs. The branch has been recognized as a model depot.**

**PERSONAL DETAILS:**

**QUALIFICATION :**  **Diploma in Management,**

**DATE OF BIRTH** : 21ST July 1962

**DRIVING LICENCE** : Holding valid UAE Driving License.

**LANGUAGES KNOWN** : Can speak English, Hindi, Tamil, Telugu and Malayalam

 Can read and write English and Tamil



**Gulfjobseeker.com CV No:**