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**Seeking Mid - Senior Level Assignments in**

**Administration ~Logistics ~ Warehouse/Store Management**

**Professional Snapshot**

* Dynamic professional with 8years of experience in Office and Warehouse Administration, Store Management, Logistics operations in the automotive sector.
* Articulate and persuasive in dealing with management, peers, staff, and diverse clientele.
* High degree of proficiency in Computer Integrated Management.
* Accurate, responsible, and exceptionally alert to compliance standards and errors.
* An impressive communicator with honed interpersonal, team building, negotiation, presentation, convincing and analytical skills.

**Core Competencies**

* Inventory Control
* Accurate Documentation
* Logistic Analysis
* Client Relationship Management
* Loss Prevention
* Outbound and Inbound Coordination
* Workload Prioritization
* Billing

Career Contour

**Hellmann worldwide logistics – Ford Motor Company PDC September 2012-Till date**

**Warehouse Office Administrator**

**Accountabilities**

* Analysing the operations of the Warehouse department and providing assistance to the warehouse employees.
* Preparing annual estimates of expenditure maintain budgetary and inventory controls and make recommendations to management.
* Supervising and coordinating activities of staff and maintain their attendance register.
* Closely monitoring stock order levels in the system and ensuring timely order release as per dealers cut off to ensure timely delivery to Ford dealers across Middle East and Africa.
* Handled the tasks of analysing expenses and inventory monthly to achieve goals of profit.
* Developed, enforced and monitored set guidelines for working with customers to ensure customer satisfaction.
* Handled the tasks of monitoring and supervising daily reports run from the system.
* Responsible for supervising stock order procedures.
* Ensures that the same high level of quality service is provided to internal and outside dealership customers overseeing the timely issue of quotations and issuing material to the customers.

**Significant Highlights**

* Achieved client satisfaction within a month.

**Independent tobacco FZE Dec’2010-July 2012**

**Warehouse Administrator**

**Accountabilities**

* Supervised and managed the receiving of the inbound shipments. - Neat stacking of manufactured goods and accepting and stepping of the outbound shipments.
* Handled jobs from create, purchase orders, to proof, ship and billing.
* Maintained a clean, neat, and orderly work area and assisted in maintaining the security and safety of the warehouse.
* Coordinated and/or checked in material issues and returns for the production line and updated inventory balances on hand.
* Confer with other department heads to ensure coordination of warehouse activities such as material issue, production, sales, purchase and accounting.
* Supervise and coordinate the loading and unloading of raw materials and finished goods, verify their documents.
* Knowledge of spare parts like GD SPA, HAUNI, FOCKE and COMAS TOBACCO MACHINARY, Maintaining stock levels of essential spare parts, ordering and follow up accordingly.
* Coordinated with material suppliers for the smooth function of factory and warehouse.
* Handled inventory buying/manage of Spare parts and materials, involving deal show turnout/buying.

**Abu Dhabi inflight catering LLC (Etihad Airways) Feb 2009-Dec’10**

**Store Keeper**

**Accountabilities**

* Maintained a store to ensure that it functions smoothly – Made arrangements and placed orders for new stock and equipment’s whenever necessary.
* Catered various Int’l and domestic airlines logistic needs and catering with an efficient team.
* Stored the supplies and items received in appropriate places to avoid misplacement.
* Reported to the operation manager on the regular basis regarding the demand of items so that the future orders can be made accordingly.
* Participated in Monthly inventory and check the stock as per our System report and Maintain the record.
* Monitored the functioning of all equipment’s of the store and in case of any failure reported the same to the operation manager.

**Dag Motorcycle Industry (Nigeria) Oct 2006 – Nov 2008**

**Store In-charge**

**Accountabilities**

DAG Motorcycles Industry Nigeria Ltd, are the Sole Distributor of Bajaj auto Products in Africa, dealing with Motorcycles, Auto rickshaws, and their spare parts. During my tenure of work, the Turnover has increased more and more and the responsibilities had been increased.

* Participating in Monthly inventory and check the stock as per our System report and Maintain the record.
* Placing orders and maintaining accurate record of sales and activity reports.
* Assisting employees in decision making and marketing plans.
* Customer service in the most caring and professional manner.
* Keeping a close track of inventory (DMS) on timely basis.
* Preparing critical & nil reports of the stock.
* Maintaining & closing books of inventory on timely basis.
* Interacting with all the suppliers for the stock related issues.
* Arranging stock as per the requirement of the company on regular interval.
* Knowledge of spare parts & accessories.

Education

* B.com (Computer Application) from Bharathiyar University (Hindustan College of arts & Science) Coimbatore, , India in 2006.
* Master Diploma in information technology(MDIT – Indian Computer Academy)
* Tally 9 ERP from Genesis Academy.

Personal Details

* Date of Birth : 24th July, 1984
* Linguistic Abilities : English, Hindi, Tamil & Malayalam
* Marital Status : Married
* Nationality : Indian