**CURRICULAM VITAE**

MUKESH

**PERSONAL SKILL**

Confident, motivated, and highly qualified & to build a long - term career in Logistics, Shipping, Administration, Coordination and Operations that offers professional growth and continuous learning opportunities. 3 years professional experience within the warehousing and logistics environment, having a broad-based background that encompasses an exceptional work ethic and commitment to organizational objectives within a highly competitive work force. Proactive supervisor, team builder and tactical planner, building strong and lasting business relationships.

**CAREER SUMMARY**

**Having a strong hand in logistics, supply, warehousing, shipping & receiving and accounting, payroll maintaining purchasing, employee relationship, vendor contract negotiation and the implementation of money-saving methods.**

**PERSONAL EXPERIENCE**

**ATCO Frontec Europe Ltd. (Supply Supervisor) in Afghanistan with ISAF (Oct 2011 to March 2016)**

* Management of Warehouse / Distribution operations, including procurement, material receipt, storage, maintenance, disposal, and distribution activities.
* Planning, organizing and implementing all controlling measures of material storage, processing and distribution activities through all available outlets.
* Establish and implement operational procedures for activities, such as, purchasing, warehousing, and distribution and execute procedures to monitor the receipt, handling, and distribution of all materials.
* Verification and hastening of incoming and outgoing shipments, reconciliation with purchase orders, and process documentation with purchase orders, compile reports, assess damages and discrepancies on orders received and initiate subsequent paperwork.
* Conduct planned stock taking and stock rotation practices to ensure correct warehouse inventory whilst controlling disposals of any ‘dead stock’ or discontinued line items.
* Conducts investigations into stock shortages, deviations from specifications, damages to shipments and other issues as required.
* Liaise with a**l**l parties involved in the import and domestic movements of stock, customs, transport companies and freight forwarders

**Supreme Food Service (Gmbh) (Warehouse Team Leader) in Afghanistan with ISAF (June 2011- Oct 2011)**

* Coordinate all incoming and outgoing stock, deliveries and logistics matters.
* Monitor stock levels and carry out pre determined periodic stock takes.
* Supervise up to 30 staff members, including the preparation of weekly rosters and compiling staff evaluations.
* Manage the loading of containers, pallets against vehicle manifests to ensure timely delivery to their destination point.

Complete paperwork for domestic movements and customs.

* Record all stock movement and deliveries in databases and compile all relevant reports.

**National Thermal Power Corporation (Buyer**) **2007-2009**

* Administers tender process and contracts for vendor performance/compliance (e.g. prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget and in compliance with district and/or state regulations.
* Compiles data from a wide variety of sources (e.g. weekly cafeteria inventory, request for proposals, bids, invoices, purchase orders, etc.) for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, and/or monitoring program components.
* Contacts vendors for the purpose of verifying information and/or responding to inquiries.
* Monitors purchase orders, contracts, bids and budgetary expenditures; expedites delivery for the purpose of ensuring accurate allocation of funds and/or adherence to fiscal regulations.

**VYASA Recruitment & Consultancy Private Ltd (HR Admin**). **2004-2006**

* Ensure all personal record checks are carried out and completed in a timely manner.
* Manage the new joiner process from offer letter through to joining instructions and induction.
* Provide HR support and advice to employees and line managers, explaining policies and procedures in a timely and effective manner.
* Handle maternity, paternity, adoption and parental leave processes and queries.
* Provide efficient and effective administration support to the Civil Labor Force by managing general office procedures, to include personnel, pay, logistics, stores, recruitment, security, travel arrangements, report writing, disciplinary procedures, stationary and postage budget and training administration.

**ADVANCE COURSES & COMPUTER SKILLS**

* **Emergency Operations Center: Awareness** (According to National Fire Protection Program **(NFPA)** 1600: Standard on Disaster / Emergency Management and Business Continuity Programs) from Michigan State University.
* **Incipient Fire Fighting**: Awareness Level (According to OSHA's Standard on Industrial Fire Brigades (29 CFR 1910.156) from Michigan State University.
* **Hospital-Based Decontamination: Hazard Recognition** (As described in OSHA requirements on Hazardous Waste Operations and Emergency Response (29 CFR 1910.120)\_x000B\_) from Michigan State University.
* **Container Inspections** (According to the US Customs and Border Patrol initiative entitled Customs - Trade Partnership Against Terrorism (C-TPAT) from Michigan State University.
* **ADCA**- Advance Diploma in Computer Application(Microsoft office outlook, MS Office, Operating system windows 7 & 2003)

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**PREFESIONAL DEVELOPMENT**

* B.A (Bachelor of Arts) with 1st Class – A Grade in 2001
* Pursing I.G.C. (International General Certificate in Health & Safety) from **NEBOSH** **U.K.** – At present

**OPERATOR**

Truck, Bus, Forklift.

**LANGUAGE SKILLS**

English, Hindi, Rajasthani , (read and Write and speak)

**PERSONAL DETAILS**

Date of Birth : 10 March 1982

Marital Status : Married

Religion : Hindu

Nationality : Indian

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