RAVI

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 **Professional Summary**

A Store Administrator Professional bringing experience in high-volume warehouse operations, including

Warehousing, distribution and inventory management, who possesses excellent leadership skills, energetic, hardworking, self-starter, enthusiastic, spontaneous with lots of initiative, proactive, holding a great sense of humor, functions extremely well in a pressurized and stressful environment and thoroughly enjoys working in a supportive manner as a team member or as an individual.

**Skills**

* Material handling
* Inventory management
* Material inventory skill
* Advanced skills in ERP and WMS distribution systems
* well Versed in Catalogue Reading
* Hard working and self-motivate
* Team leader
* Fast learner
* Analytical thinker

**Work History**

**Store Administrator**

**Sharjah Taxi - Division of Sharjah RTA – Sharjah** **01/2013 to Current**

Raising requisitions for spare parts requirement and forward to procurement.

Collecting Quotations from Various suppliers.

Preparing bid summary and forwarding to procurement.

Follow up with procurement for LPO.

Forwarding the approved LPO to suppliers and follow up for spare parts delivery.

Checking the delivery against the LPO.

Storing the spare parts in respective bin locations.

Preparing Receiving note and forwarding the invoices to finance department for payments.

Receiving requests from workshop supervisors

Issuing the spare parts.

Follow the FIFO procedure.

Keep tracking of warranty details for spare parts.

Handling Petty Cash for spare parts.

Forecasting the spare parts requirement on half yearly & yearly basis.

Performing inventory on quarterly basis.

Assisting Store Manager in reports generation and providing with all the records required.

Maintaining Asset register

Very Familiar with Electronic Parts Catalogue (EPC).

**Store Administrator**

**Al Sahel Contracting Company – Dubai** 09/2003 to 12/2012

Receiving Requisitions of parts from supervisory staff

Verifying availability of the requested material in stores

Raising requisition to procurement cell, if the material / parts do not exist in stores

Raising requests for quotations to suppliers mentioning material / parts details

Gathering quotations from suppliers for requested parts

Preparing bid summary / comparison for Plant manager

Forwarding summary to Procurement for LPO preparation

After preparation of LPO, following with suppliers for delivery of material

Receiving material / parts and verifying with LPO / requirements

Preparation of GRV (Goods receive voucher) in ERP

Issuance of material / parts in due time

Monthly stock verification

Maintaining the Stock cards for items

Verifying the expiry dates of chemical material

Maintaining contact details of Suppliers

Preparing feedback of supplier performance evaluation for procurement cell

Arrangements to receive the diesel (bulk) in timely manner

Supplying diesel stationary tanks located at work locations

Preparation of Diesel Consumption report on monthly basis

Preparation of Petrol consumption report on monthly basis

To keep record of Assets

 **Assistant Service Advisor**

 **M/S Electrolux Kelvinator Ltd – Vijayawada.** **08/1999 to 08/2003**

Maintaining Stores

 Dispatching respective spares to franchisees against

Indenting to head office for short listed spares.

Attending customer's calls

Receiving defective machines from dealers

Dispatching finished machines back to the dealers

Coordinating with head office for spares to franchisees.

**Assistant Supervisor**

**M/S Faridabad Minerals – Hyderabad 06/1997 to 07/1998**

 Maintaining a shift.

 Getting maximum production.

 Maintaining Quality through calibration.

 Inspecting the production.

 Forecasted manpower requirements based on daily workload and company targets.

 Moved freight, stock and other materials to and from storage and production areas and loading docks.

**Education**

**Diploma in Mechanical Engineering** **1992 to 1996**

State Board of Technical Education & Training, Andhra Pradesh - Vijayawada

**High School Diploma 1992**

Board of secondary education Andhra Pradesh - vuyyuru, Vijayawada

**Accomplishments**

 **Certified Supply chain professional from IPSCMI, USA**.

From International Professional Management Institute, UAE

Additional Information

Fair working experience under different platforms like MS Access, Focus and ERP.

Strong interpersonal and communication skills

Quick learner and a good team player, can perform under pressure situations

Having good exposure to Quality management

Very assertive, hardworking and career oriented Quick study, enjoy learning and quickly adapt to new technology.