**Michael Salvi**

## SUMMARY OF SKILLS

**AREAS OF EXPERTISE**

***Professional Skills***

- Logistics

- Inventory Control

- Cost Reductions

- Resource Development

-Warehouse Management

- Liaison / Coordination

- Documentation

- Sales Coordination

- Distribution

- Quality Assurance

- Administration

- Erp- Implementation

- Procurement

- Training/Motivation

- SAP ( Ewm & Ecc)

- **MANAGEMENT SKILLS**

- Excellence in Analysis

and Problem Solving

- Sound Judgment and

Decision Making Skills

- Strong Influencing skills

- Achievement oriented

Team Builder

- Persuasive communicator

- Planning Transportation & Equipment

- Super User ERP.

- Mentoring

*Supply Chain Management ~ Logistics ~ Warehouse Management ~ procurement~*

*Vendor Management~ ERP Implementation~ Transportation~ Equipment*

**PROFESSIONAL PROFILE**

***Experience Profile***

* An accomplished professional with nearly 21 years of rich experience in Supply Chain Management with well known organization.

***Core Competencies Evolved***

* Abilities in harmoniously managing day to day tasks with a talent for **Supply Chain Management** involving Logistics, Administration, Warehouse Administration, Inventory Control, Vendor Management, ERP Implementation, Transportation, Documentation & Client Relationship Management in line with industry best practices.

***Notable Career Highlights***

**Holds the distinction of managing multiple tasks** .

* Depth at Ware House Management both for manufactured & traded commodity, rich exposure in managing inventory.
* Hands on experience in using **ERP** as Super User in Operations.

Demonstrated abilities in addressing operational issues, resolving performance bottlenecks and achieving desired objectives.

Expertise in effectively developing and monitoring the logistics network,

ensuring smooth materials movements.

**AREAS OF EXPERTISE**

***Warehouse Management/Transportation/Logistics***

* Carrying out storehouse & inventory management, monitoring the replenishment of stock items by raising purchase indents and delivery advice & scrutinizing purchase indents.
* Undertaking perpetual inventory checks of stock at regular intervals, co-ordinate with marketing department for receipt, checking and clarification of all incoming sales/ purchase orders.
* Consolidating & preparing S.K.U. wise production and transfer report on daily basis.
* Governing the inventory function so as to curtail inventory-holding expenses and adherence to the minimum inventory level to minimize wastage.
* Managing inventory relating to engineering goods, FMCG, Spare Parts, Pharmacy, Cosmetics, Retails, electrical goods & electronics including returnable/ non returnable, Oil Gas Equipment, Rigging, Scaffolding, Hydro jetting Accessories ,Automotive, Equipments Ensuring consistent material flow leading to better production output.
* Handling Warehouse Operations, Inventory Management, Sales and Purchase related activities for Customers like Godrej & Boyce Plant 18(Locks Division), IBM, HP, Cisco, Xerox, Valuable item(Yellow Metal), Soma Network, NCR, Eureka Forbes, Amtrex , Hitachi, Weather ford - India. Oil & Gas –KSA.
* Reverse Logistics Operation for IBM Spare parts/Provo ague Apparel.

***Logistics***

* Developing the logistics network for ensuring seamless, cost-effective movement of consignment and timely delivery of orders.
* Negotiating with transporters, shippers/consignees, etc. to ensure seamless, cost-effective movement of consignment and timely delivery of orders.
* Finalizing freight rates with airlines and road transportation contracts as well as freight forwarding contracts for bulk consignments also for inbound-outbound freight finalization locally.
* Ensuring effective material handling through proper stacking to enable smooth and timely movement of stocks through the network.
* Directing the functions of Receipts, Inspection, Storage, Issues & Related Documentation, Bill processing, etc.
* Overseeing the dispatch of finished Products to Client locations; ensuring adherence to Documentation and Internal Norms.

Controlling effective material handling through proper stacking & adopting Safety measures

at storage locations to enable smooth and timely movement of stocks through the network.

* Supervising the preparation of MIS; other correspondences to provide feedback to top management.
* Managing monthly closure of all incoming material’s with respect to company policy.
* Coordinating with freight forwarders, Custom House Agents, Customs for effective transport solutions at reasonable costs.
* Controlling effective material handling through proper stacking & adopting FIFO/Safety measures at storage locations to enable smooth and timely movement of stocks through the network.

***Distribution***

* Ensuring cost effective operations across the distribution channel and monitoring availability of requisite goods at the various Sales Outlets / Channels.
* Streamlining Distribution networks to ensure smooth product movement and their ready availability at all times.

***Quality Assurance***

* Leading the implementation of Quality Assurance in Raw Materials, Work In Progress, Finished Goods across various functional Departments.
* Mentoring & directing quality - routine and non routine issues by interacting with concerned departments such as Purchase, Production etc of projects till completion.
* Conducting regular Internal Audits, Root Cause Analysis, Troubleshooting and Reviews to ensure adherence to highest standards.
* Overseeing implementation of quality as per ISO standards.

**Career Highlights**

Abdullah A. Al Barrak & Sons Co. (Saudi Arabia) Feb’2014 till date

**Warehouse Head** –Supply Chain, Logistics & Distribution (Transportation)

***Significant Highlights across the tenure with the organization include:***

* Handling warehouses capacity of 35000 sq. meter
* Managing inventory for Consumable /Tools/Equipment/Automotive/scaffolding / Machinery .
* Improvement in process tracking the Tools & Equipment for shut down project.
* Planning and overseeing the vehicle arrangement for project and daily requirements of vehicle: like Bus, HIACE, Dyna, Trailer, Pickup, Coaster and personal cars.
* Interaction with Business Development Department & Execution Department for their 6 Month project and their requirement, provide them the availability of equipment & tools details for submit business proposal.
* Implement the warehouse process as per ISO 9001-2008 and international standard.
* Identify skill and encourage the staff.
* Smooth process of documentation to Finance and procurement.
* Developing new technique for warehouse and inventory control on fixed asset.
* Monitoring the transaction is done in Warehousing Management system.
* Hiring candidate as per requirement of warehouse/Transportation/Logistics.
* Maintenance of the Electrical/Hydro Jetting machine/welding machines/tackles/Crane/Forklift/HPT received from site for next shutdown.
* Overseeing the Maintenance of Multiple Model vehicle GMC/Toyota/ Ashok Leyland/Mercedes.
* Stock reconciliation for material received from Site prepares the disposal/ shortage report and submit to management for their action and approval.
* Perpetual inventory count daily/monthly/ quarterly/ annually.
* Stock analysis for non moving/Fast moving/ high value item & Maintain the stock level.
* Effective cost control as per budgeted for warehouse & Transportation
* Proposal given to Management with multiple racking system for storage.
* Monitoring Inbound and Outbound of Scaffolding arrange the trailer as per requirements.
* Ensure all the safety product dispatch on site as per Armco and other customer’s policy procedure.
* Ensure that Material requisition is raised for material not available in warehouse
* Coordination with Procurement/Finance Department for critical item required for Shutdown project
* Visit the site understand the situation to eliminate the problem for future project
* Coordination with External Companies for Refilling of Oxygen/Acetylene /Argon/Fire Extinguisher/Calibration/TUV Certificates
* temporary Assignment given to construct the accommodation for 1200 Staff Visit visa and permanent employee approx 10000 sq.meter with their basic necessity
* Handled 20 Container contains 600 Tons of 40 ft. assignment for de-stuffing for accommodation.
* Coordination with Clearing forwarding agent to clear the container from Port.
* Coordination all the material required for vice president Villa local and import shipment.

Arshiya Supply Chain Management P. Ltd Feb’2010To Jan14

**Manager –**Supply Chain, Logistics & Warehousing

*Arshiya International has built India’s 1st Free Trade Warehousing Zone based out of Panvel.*

***Significant Highlights across the tenure with the organization include:***

* Managing the day to day operations of different kind of Stock Keeping Unit.
* Ensuring delivery of goods in an efficient and timely manner, packaging, transportation, Reconciliation of all incoming and outgoing products considering FIFO and aging of the materials.
* Coordinating with various departments within the organization for ensuring receipt and dispatch of shipments with proper documents.
* Involved in steering initiatives towards achievement of organizational goals and vision with chief responsibilities pertaining to Warehousing, Order processing, Shipping & Logistics etc.
* Implementation of all policies laid down as per different service level.
* Effectively coordinated with Transporters /Couriers Companies for availability of vehicles and price negotiations.
* Facilitated maximum space utilization while following the WMS .
* Using SAP ERP & EWM Package : Inventory, Shipping, Sales, Purchase
* Creating New customers, Vendors, Items,
* Attending and Troubleshooting Customers and Vendors queries.
* Conduction training for new users for Inventory, Sales, Shipping, Purchase modules in SAP ERP.& EWM.(PP,SD,MM Module)
* Managing total Operation related VAS activities for World Kitchen. Min 150 Staff per Shift.
* Managing total operation related VAS activities MRP labeling for Oriflamme SKU
* Weekly physical stock check & reconciliation.
* Working & coordinating with Other Distribution Center in regards to inventory & delivery schedules.
* Proper maintenance of Warehouse with respect to stacking/ quality/hygiene/ pest control / layouts & mrp.
* Good Communication & rapport with transporters & Octroi agents to distribute the materials within Turnaround Time at the respective location.
* Authorization of checking of logistics bills with approved quotation & octroi bills for payment.
* Submission of Monthly report to Management & Departmental Head.
* Close co-ordination with Consultant explaining the process and the requirement of FTWZ Process
* Testing the release by Consultant.
  + Identify the Gap ensure that the ECC & Ewm process is as per ‘Arshiya Process’.
  + Online support to operation team to complete the Inbound /Outbound & VOS
  + Prepare the User Manual and circulate to end user.
  + Played major role in developing In house WMS (web based CYBERLOG)
  + Monitoring Value added service in system and physical operation. (Labelling , kitting, Stretch wrapping, Palletization, Bale making, strapping, stitching, And Re-bagging)
* Arranging Fumigation of Pallet and Container, with Lashing and Choking for export shipment
* Understand customer specification for MRP label prepare in Barcode format , with approval print the MRP label.
* Managing Provogue Apparel operation of warehousing and distribution in Daman as 4PL and was consultant for warehousing & distribution, cost analysis and process improvement.
* Managing Reverse logistics of Provogue , that include receive material from various sale department. Segregating damage, apparel as per category & Size kids/men/Women.
* Segregation the apparel for washing, tagging, packing,
* Reconcile the quantity received from store and prepare the MIS and submit to Provogue Management
* Analysing the delivery done by courier companies such AFL/Safex/Blue dart/local transportation.
* Negotiate the rate with the courier companies and divert the consignment as per their TAT.

AFL Logistics P. Ltd May 2008 to Jan 2010

**Assistant Manager-Solution & Engineering Department**

* Interaction with Business development Team for new project and customer in pipeline
* Approach the customer to visit their facility and understand the process and provid them solution, process improvement, and the cost effective proposal.
* Approach the vendor for infrastructure as per customer requirement. (Heavy Duty Rack, Slotted Angle ,Dock Level, BOPT, HOPT, Folk lift, Reach stacker, Picking Trolley Signage, Layout of Warehouse with Office Location, No of Docks, )
* Analyzing the daily transaction and resolve the issue.
* Weekly presentation to customer of progress. Appoint the KAM for new customer and handover the operation smoothly within 60 Days.
* Master creation of on board customer in Warehouse Management system (Agrani).
* Successfully set up the operation of Madura Garment, DP Apparel , Soma Network Solution PAN India. (GOA, Bhiwandi, Vishakhapatnam , Ahmadabad. Gurgaon.
* Prepare the Migration plan to move the stock from Customer to AFL warehouse. Include No. of Manpower, Type of Vehicle, Estimate days, Miscellaneous Cost )
* 100 % Wall count after the migration of stock to AFL warehouse.
* Prepare the SLA & KPI for the customer and ensure that it achieved on monthly bases. If any deviation corrective action to be taken.
* Monthly review with the customer, discuss their future plans and provide assistance in Transportation, Warehouse finalization, completed legal formalities like. Shop and Establishment licensed, Fire NOC, Weighing scale certificate.)

Robinson Global Logistics Pvt Ltd. Oct 2007 to April2008

**Manager- Warehouse and Distribution**

* Implemented fully Automated warehouse at Bhiwandi (60000 sq. ft) from scratch
* Invite quotes from various vendors & negotiate the rates (Office, Electrical work, Signage, Dock level, Stacker, Hand pallet, Fire Extinguisher, DG Sets, Racks, etc.)
* Applying for legal documentation required for warehousing business NOC from Gram Panchayat, Fire NOC, Electricity from Torrent power
* Ensuring the vendor to complete the job in particular time frame.
* Follow up with RGL accounts for payment to vendor
* Organize refer truck for Robinsons Air Services from Airport (Import shipment) to PAN India
* Interaction with General Mills for Air shipment, picking their perishable product from their 3PL.

(Snowman, Rainbow.) Packing them in Thermo coal box with dry ice as per aviation standard. Clearing the N form and connecting to commercial Airlines Jet Airways, Air India, and Kingfisher.

* Handled project of 100 Tons of 10 container to be moved from CFS to RGLwarehouse, organizing a trailer unloading the shipment
* Case study done in Fortune Gourmet to implement cold storage in RGL warehouse for 5000 sq.ft.
* Hiring the Manpower as required for operations.

Lee & Muirhead Pvt Ltd Oct 2002 to SEP 2007

**Deputy Manager- Warehouse & Distribution**

* Coordination and approaching the HP 200 customers per month for western Region including Goa for collection of EMPTY CARTIDGE for recycling purpose..
* Interaction with Internal & External Customers regarding availability of current stock, order status, dispatch arrangements, packing norms, stacking norms & timely dispatch commitments.
* Dispatch planning for NCR, SITA, EFL, Xerox, Cisco, Valuable Item organizing the vehicle.
* Die bold (ATM Machine) shifting and relocation. Organization Mathadi Labour within Mumbai Zone
* Billing, Follow up with customer for payment and accounts for o/s statement,
* Any escalation and emergency delivery to handover the Shipment of import clearance to customer or courier (Provide 24\*7 Support)
* Managing operation of Cisco/ IBM Spare parts delivery and delivery within Municipal Corporation for 4 Hrs.
* Administration to minimize the cost of operation and monitoring the petty cash.
* Preparation of Annual Budget regarding Warehousing + Distribution and review of the same at each & every month end.
* Provide support to Pune, and Taloja for operation related issue. IBM, Diebold
* Vendor developing for Local/ex-distribution, organizing parts delivery within 6 hrs across the country.
* Domestic Airport to Airport delivery interact with different airlines(Jet Airways, King Fisher, Indian Airline)
* Export Shipment from Delhi to Nava sheva interact with Customer for documentation and agent at Nava sheva.
* Set-up of HP, Cisco warehouse at Mumbai (Octroi Zone) and was part of Migration of stock from AFL to Lee & Muirhead Warehouse in Taloja.
* **Custodian for Valuable Item yellow Metal , Diamond, Jewellery. 1000 Sq.ft Vault**
* **Successfully Implementation for IBM warehouse of 4500 sq.ft with Hi-tech security(CCTV,PIR, Smoke Detector, Metal Detector).**
* Ensuring all the documents are maintain as per IBM standard,
* Defective parts to be retrieve from IBM ASP within 14 days as per Agreement. and dispatch to Bangalore for recycling.
* Ensuring the defective monitor repair locally within TAT.
* Perceptual inventory for APC4 high value parts in strong room and maintain record as per IBM SOP, KPI.

AFL Logistic June-1995 to Sep 2002

**Sr. Executive- Warehouse and Distribution.**

* Organizing the labour through Franchise for de-stuffing the shipment at HP Channel Partner (Redington, Tech Pacific, Ingram Micro, Kores India.) and loading the Godrej Locks for local and Pan india.
* Monitoring & Coordinating with Franchise for daily operation.
* Co-ordination with Transporter and Hub team to organize FTL load to different part of the AFL warehouses.
* Providing delivery status to Thermo Lab of Pan India and submitting the POD with acknowledge invoice received from Various Location.
* Generating Invoice and collection receipt for Godrej Authorized dealer , Mumbai Region.
* Coordinating for delivery for Godrej Dealer on Daily bases for Lock division.
* Coordination with vendor for FTL , 20 ft container direct delivery from Godrej to PAN India.
* Keep track of every cheque received from Godrej customer.
* Co-ordination with Central Hub to national vehicle direct dispatch of 30 Tons load from Godrej.
* Co-ordination with Customer for delivery/ pickup and inform the Franchise for the same.
* Responsible AFL customer for their operation and payment collection.(KAM)
* Maintain the Octroi collection and deposit the cash in bank on daily bases,

Submit the bill to Godrej received from central billing team. Of warehouse and transportation bill attached with POD and follow up for payment. (Collected 50 Lac in Month was great achievement)

***software domain***

* Unix (Super User)- AFL & CISCO for distribution and warehousing
* PIMS(User)- IBM customer ( Part inventory management system)
* Oracle (User)- Xerox customer.
* WMS(Super user & Functional Consultant) – Lee & Muirhead warehousing (Warehouse management system)
* SAP ECC & EWM.(Super User & Functional Consultant) – / Arshiya Supply Chain Management
* I Log (IBM) Analyser - AFL
* Agrani (Super User)– AFL Pvt Ltd.
* Cyber log( Super User & Functional Consultant) –Developing the software testing the software identifying the Bug.
* DMS- Document Management System uploading the document in SAP
* Focus (Super User) – Abdullah A Al-Barrak & Sons.co.

***Qualification***

* PGDBA(2013) Welingkar Institute of Management: Post Graduation Diploma in Business Administration.
* ADBA(2011) Welingkar Institute of Management : Advance Diploma in Business Administration.
* DCSM (1994) India International trade Centre : Diploma in computer Science Management.
* B. COM(1995) Mumbai University : Bachelor of Commerce.
* HSC (Mumbai University) 1992 : Higher Secondary Certificate.
* SSC (Mumbai University) 1989 : Secondary School Certificate

***Achievements***

* Appreciation certificate for outstanding performance.
* Attendant High Impact Presentation Training of Dale Carnegie’s
* Attendant Training Program in NIMMS.
* NSS Certificate for attending a camp at Nehre (Panvel)
* Received Man of Series, Man of Match in School, College, AFL & Lee& Muirhead.
* Ensuring inventory accuracy with minimal variances during all Inventory Audits.
* Created the team that met everyone expectation and enjoyed maximum support from seniors.
* Ensured all additional responsibilities which were delegated has been accomplished.
* Implemented BINCARD/PERSONALCARDEX.
* Implemented process tracking the inventory in Micro level RFID.

***Key Strength****s*

* Eagerness to take new challenges.
* Ability to meet deadlines.
* Ability to run the entire team as a good Leader.
* Aggressive nature.
* Inventive

**Personal Vitae**

Date of Birth : 16th Nov 1971

**Job Seeker First Name / CV No: 1843278**

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