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Sunil

Sunil.337545@2freemail.com

**Career Objective**

Enthusiastic to continue a career in **logistics and Supply Chain**, where my skills and opportunities can be incorporated for career progression. This would be working for a reputable firm, where my employment was challenging, varied and where I can continue to interact with others. I am enthusiastic to learn new skills and would welcome further train opportunities, which would enable me to contribute to company expansion and success. I achieve job satisfaction from seeing an end result and from completing a task successfully. In return I can offer adaptability to a changing environment, hard work and loyalty.

**Experience Summary:**

**2 years** as Warehouse Manager at AA sons LLC

**2 years** as Asst. Manager-Logistics and Warehousing in Emitac Mobile Solutions (Dubai)

**4** years as Logistics Team Leader( Order Management, Distribution /Shipping & Warehouse ops) in Emitac Mobile Solutions ( Dubai , UAE)

**2** years as Logistics Coordinator Aramex LLC (UAE)

**2.5** years as Sea Port Operations Supervisor, Saqr Port Authority (UAE).

**Strengths:**

Warehouse Management and Administration

Distribution & Inventory control

Performance management

Health & Safety

Supply Chain Management

Operational efficiencies and adaptability

**Professional Exposure:**

**Current Employer : AA Sons LLC**

**Designation : Warehouse Manager**

**Duration : From December 23rd 2014 to till date**

**Work Profile :**

* Planning out all warehouse resources & activities in relation to company’s objectives & targets. Also keeping track of stock using computer systems, allocating space for storing goods & organizing special requirements for stock.
* Managing receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
* Manage the Logistics, customs clearance department.
* Liaising with supplier, transport companies, government, and customs authorities
* Responsible for inventory levels by conducting cycle counts, stock takes and reconciling with ERP system.
* Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement as per the standard operating Procedures ( SOP )
* Maintain optimum inventory/stock levels at the warehouse and triggers stock movement by generating replenishment orders distribution orders.
* Formulating plan for warehouse management and maintenance and ensuring efficiency in warehouse functions and reduce operating cost.
* Ensuring effective warehouse productivity & minimum shipments turnaround time by proper manpower planning , scheduling and supervision
* Managing 20 logistics vehicle fleets maintenance, tracking, insurance, government permits and taking immediate necessary action in case of vehicle accident/ break down.
* Preparing MIS reports ,setting KPI’s for direct reporters, and conduct performance appraisals and submitting to GM
* Successfully Handling 50K Sft Warehouse with 45 Staffs of Multiple Nationals.
* Maintained the 100% accuracy in Inbound and out Bound stock movement.
* Supported Front end Operation by serving them by 100% timely deliveries across UAE out Lets.
* Achieving 99% WH Productivity and Controlled Operational Cost as per Budgeted.

**Past Employer (1) : Emitac Mobile Solutions LLC**

**Designation : Asst. Manager- Logistics & Warehousing**

**Duration : From December 01st 2012 to December 22nd 2014**

**Work Profile. :**

* Responsible for evaluation baseline of Service Level Agreements (Customers) and key performance indicators of staff and warehouse Operations.
* Providing the necessary report required by the management for analyzing and flow of the products, Slow moving, Fast Moving Inventory and the obsolete / damage Inventory.
* Implements the company’s Health and Safety Policy, ensuring safe working conditions and practices within the Warehouse
* Prepares standard operating procedures(SLA) and organizes stock-take teams and to ensure they adhere to outlined processes and achieve maximum level of accuracy during stock-take
* Ensures shipping cost, customs duty, insurance and other related cost are taken into consideration to arrive at the costing/GRN for each shipment, ensuring accuracy of the landed cost of products
* Analyze the financial impact of proposed logistics changes, such as routing, carrier rates, shipping modes, product weights/volumes, or distribution hubs.
* Responsible for developing inbound / outbound transportation strategy Plans
* Responsible for continuous improvement through the implementation of best practices in supply chain process
* Negotiate transportation & logistics rates , services with the 3PLLogistics providers

**Past Employer (1 a) : Emitac Mobile Solutions LLC**

**Designation : Logistics Team Leader (Order Management,**

 **Shipping/Distribution &Warehouse Ops)**

**Duration : From October 6th 2008 to November 30th 2012**

**Work Profile. :**

* Order Processing in ERP, from sales order, Move Order transacting to shipping and providing the documents to the Logistics distribution team.
* Managing warehouse day today activities and staff ( Coordinators, Warehouse Floor Personal, Operators ) of 16 Nos.
* Coordinates with freight forwarders, Transporters and suppliers to achieve the delivery targets within the SLA and the KPI’s are met
* Providing management with daily stock report and the in & out stock KPI’s.
* Monitor import or export processes to ensure compliance with regulatory or legal requirements.
* Coordinates deliveries with the Logistics Supervisor, Storekeepers and drivers to ensure that the agreed lead time is achieved. This includes ensuring that proper routing of daily deliveries is adhered to maintain delivery costs to an optimum level.
* Familiar with Shipping Terms( INCO Terms), HS codes , LC and various countries(GCC, Emerging Markets, ICS and Asian) customs procedures enabling a smooth and cost efficient clearance process
* Attends to customer complaints and initiates corrective measures to evaluate operations and improve internal customer service as needed
* Conducts regular team meetings to provide  feedback on performance and resolve issues as needed

**Past Employer 2) : Aramex LLC ( “Du” Project)**

**Designation : Logistics Coordinator (Du Telecom)**

**Duration : From September 20th 2006 to October 5th 2008**

**Work Profile.**

* Coordinating with Supplier for all Inbound and out bound shipment
* Prepares customs documents for clearing the shipment and sends to the concerned freight forwarder
* Coordinates with the end-users and update the delivery status of the shipments
* Communicate freight transportation information to customers or suppliers, using transportation management, electronic freight information systems to improve efficiency, speed, or quality of transportation services.
Monitoring the inbound and outbound shipments to the warehouse
* Coordinate with users and suppliers to send the faulty items,
* Prepare Shipping report and submits to the Director, Logistics
* TRA approval:- Provides the necessary documents to TRA to get the approval to release the shipment.
* Report on the lost or damage shipment from the forwarders will be forwarded to Logistics, procurement and finance dept.

**Past Employer 3) :SAQR Port Authority (Ras Al Khaimah, U A E).**

**Designation : Port Operations Supervisor.**

**Duration : February 2004 - 2006**.

**Work Profile :**

* Receiving goods (Bulk , Oil and General) into the port and storing in appropriate sheds and yards allocated by port authority.
* Receiving of all incoming materials like mud pumps, electrical motors, welding supplies, drilling tools, drill pipes, drilling subs, various sorts of grease, subsea tools, crane parts, safety items, consumable products ( F&B),etc and storing in appropriate sheds
* Familiar with All Import/Export Documentation jobs in shipping industry
* Preparing and submitting hire sheets for port equipment’s, Vessel Statement of Facts & Monthly tonnage reports, MHC Reports and discharge reports to OM
* Supervising day to day activities of port like staff allocation, Equipment planning, Employee duty roaster and Vessel Berthing.
* Familiar with all Operations regarding discharging and loading of Oil and Bulk Vessels.
* Review environmental audits for logistics activities, such as storage, distribution, or transportation.
* Finalizing all Documents such as Cargo manifest, Bill of lading, Stowage plan, Emigration clearance etc.

**Academic Achievements**

**Bachelor of Commerce (B.Com)** University of Kerala, Trivandrum, Kerala, India 1992

**Post Graduate Diploma in Computer Applications** (PGDCA) UIIT Kollam, Kerala, India 1995.

**PC Software Packages** - LBS Centre for Science and Technology, Govt of Kerala, Trivandrum 1993

**Diploma in Fire & Safety Engineering**-National Institute of Fire and Safety Engineering (NIFE), Edappally, Kochi, India in 2001

**Computer Skills**

Operating System : Windows 10 & 7

Software Packages : Tally, MS Office .

Data Base : Oracle 8.0, ERP E Suite, Exceed ,Focus 7&8 , WMS, SAP

**Personal Details**

Date of Birth : 9th may 1972

Nationality : Indian

Languages Known : English, Hindi, and Malayalam

Driving License : UAE & India

 Hobbies : Reading, Internet, Driving & Stamp collection.

**Self-Appraisal Profile**

As an overview, I am highly solution focused, hard working, versatile team player who will strive to excel in any work environment to meet the corporate requirements, with exceptional work ethic, integrity and attention to detail. Dedicated and focused, willing to take on challenging roles, tough assignments and work to tight deadlines.

I declare that the above mentioned statements are true as the best of my knowledge and belief.

Place:

Date :