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| **Chelladurai Muthu**  Dubai - UAE | C:\Users\Annamalai\AppData\Local\Microsoft\Windows\INetCacheContent.Word\CD PP5.jpg |

## Executive Summary

I am a warehousing Professional in Dubai with five plus year experience in FMCG, Oil & Gas, Construction and Engineering supplies industry. I have an overall twenty plus years of experience in procurement, logistics and various business administration functions in corporate and multicultural environment within manufacturing, trading and service Industries.

Well experienced in entire spectrum of distribution function from warehousing operation, customer supply and accurate inventory management. Good knowledge in periodic and perpetual inventory counting methods and reconciliation process. I am a qualified Quality, Health, Safety and Environment professional and capable of implementing safe and best QHSE practices in the warehouse.

Also having hands on experience in Jebel Ali free zone operations, customs, import & export and GCC statistical declaration procedures. My logistics experience includes all modes of FCL and LCL transportation, fleet management, GPS tracking, report generations, preventive and breakdown maintenance, vehicle registration renewals, RTA formalities including vehicle Insurances.

I have a good knowledge on business finance and have the ability to track and control expenses against budgets. Capable of setting and track staff productivity KPI’s. Possess excellent written and verbal communication skills and expert level proficiency in MS office suites, ERP (Inventory module), vision reports, data analysis and MIS reporting.

Capable of working in demanding environment and providing policy and need based one stop solution to internal and external customers on warehousing and distribution. Organized, time-bound, effective decision maker and a team player with strong work ethics.

## Core Competencies

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| * Procurement, Receiving, Stocking and Supply | * JAFZA customs and port clearance procedures |
| * Warehousing and 3Party Logistics Operations | * Draft, vet and interpret Legal contracts and SL Agreements |
| * Shipping procedures and transporter management | * Incoterms, Letter of credits, Insurance coverage |
| * Min, Max Inventory holding and reordering | * Process Mapping and Process improvements |
| * Stock counting, ageing analysis & MIS reporting | * MS Office suites, ERP Sun system |
| * Stock variance adjustments & dead stock clearing | * 5S, Quality, Kaizen, Risk assessments Safety Trainings |
| * Fleet Management, Planned & breakdown Maintenance | * ISO 9001 & 14001, BS 18001 Standards and Audit process |
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## Educational Qualification

* Diploma in Purchase & Supply – Chartered Institute of Purchasing and Supply, UK.(Feb 2014)
* M.B.A., (Human Resources) – Pondicherry University, India.(June 2008)
* LLB. – Bangalore University, India. (May 2006)
* B.E., (Mechanical) – Bangalore University, India. (Feb 1990)

## Membership / Professional Qualification / Training

* Trakhees, JAFZA EHS Industrial Operation Safety Regulation **Accredited personnel**. (Nov 2015)
* **Diploma Member** Chartered Institute of Purchasing and Supply, UK. (Feb 2014)
* **Member** The Bar Council of Tamilnadu (Statutory Body Under Advocates Act 1961) (Nov 2006)
* UK’s **NEBOSH** Certified Health, Safety and Environmental Professional (IGC) (June 2011)
* Toyota Sales Process / Customer Relations Basic and Advance Training (level 1) ( Sep 2005)
* ISO 9001 and 14001 Internal Auditor (Mar 2004)

**Professional Background**

## Dubai Jan 2015 onwards

## Business Development Manager

* **To develop new markets and customers and ensure the profitability of business covering the Purchase, Imports, Exports and Sales.**
* Responsible for an annual target of 2.5 million AED (680 K USD) with 15% gross profit.
* To Manage the pre-qualification process with various end users and contractors in the Energy, Oil & Gas, and Infrastructure segments in the Africa region.

##### **Key Accomplishments**

* Achieved a target of 92 % and 87% during the year 2015 and 2016.
* Average 10% Cost saving on logistics through new service providers and strategic route planning.

## Bhatia Brothers FZE, Jebel Ali, Dubai Feb 2009 – Sep 2014

## Manager – Administration (Stores, Inventory & Logistics)

*Dubai’s one among the leading Food, Consumer Electronics, EPC, MEP Industrial Supplies trading multinational company catering to FMCG, Oil & Gas Sector and Construction Industry for more than five decades, having warehouse in Jebel Ali Free Zone-south.*

* **To efficiently run the ware house as a 3rd party logistics within inter divisions with annual sales target of 2.8 Million for 8,333 pallets.**
* **To manage the Purchase, Imports, Exports, Warehousing, Inventory management, Sales Order Execution.**
* Submit warehouse operation annual budget, periodically review the cost of operation and ensure that actual costs are well within the budget.
* Main point of contact for both internal and external customers and attend promptly to any customer queries and complaints.
* Prepare timely management reports (MIS) on cost of operation, KPI, ageing, dead stocks, ABC and FSN analysis.
* To negotiate contract terms and conditions with suppliers, manage contracts and supplier management.
* Ensure customs documentations, timely order processing & distribution planning.
* Coordinate with shipping agents in clearing the materials from port and received items are verified for quality, quantity, specs in warehouse.
* Conduct perpetual stock take and annual stock to arrive at variance and do stock adjustments after due approval from Management.
* Ensure all delivery vehicles, trailers, forklifts, reach trucks, pallet jacks, man baskets are maintained, safety load tested, certified and renewed.
* Prepare KPIs for ware house team, conduct periodical review and impart need based training.
* Conduct ISO 9001, 14001 and 18001 internal audits, set targets and objectives for warehouse as per ISO Standards and coordinate with external certifying bodies for certification audits.

##### **Key Accomplishments**

* 100% system stock vs physical stock matching during statutory audits for the last 4 years.
* Demurrages and penalties on inbound clearance were cut down cumulative by 23%, over a period of 3 years.
* Achieved overall KPI of 98 % in meeting the customer orders (material planning, order processing and delivery execution).
* Obtained 2 year special permission from the Jebel Ali Customs for storing Items brought under local entry gate pass in the free zone resulting in a saving of AED.100, 000 during the year 2010 – 2011.
* Ensured prompt renewal of trade license year on year by complying with various JAFZA EHS clauses from year 2009 onwards.
* Developed customized MIS reporting on warehouse performance metrics to various functional heads to augment business decisions.

**Star Health & Allied Insurance Company, India Feb 2007 - Jan 2009**

**Senior Assistant General Manager (Administration)**

*ETA Star Dubai and Oman Insurance joint venture in India as a first stand-alone Health insurance company covering 30 million BPL families under welfare scheme by Government of Andhra Pradesh for providing 100% cashless treatment in corporate hospitals.*

* **Over all responsible for administration and legal coordination for the scheme.**
* Draft various MOU with government and corporate hospitals as service provider and various commercial and service level contracts with vendors.
* Participate in review meetings with government authorities, minute the meeting and circulate Memo’s. Track progress and submit MIS reports to corporate office.
* Ensure timely movement of schemes materials throughout the state through effective logistics planning and coordination

##### **Key Accomplishments**

* Signed Memorandum of Understanding with 130 Speciality Hospitals within a span of 12 Months.
* Ensure timely movement of schemes materials throughout the state through effective logistics planning and coordination

**Lanson Motors Private Limited, Chennai, India Sep 2001– Jan 2007**

**Manager - Administration**

*One among the Five Biggest Toyota dealership in India engaged in Sales, Service and Spares of Toyota Cars with 4 branches operations in North Tamilnadu and Pondicherry.*

* **Over all responsible for the entire Dealership Procurement, logistics and Legal compliances.**
* In charge for procurement of CAPEX equipment’s, MRO Items, office consumables and Services.
* To draft and vet various SLA’s for service providers for Facility Management, Security Services etc…
* To draft and vet various service level agreements with the service providers for Facility Management, Security Services, Canteen supplies and outsourced jobs such as body and paint, washing, accessories fitments and VAS.
* To monitor the implementation of Environment Management System and conduct internal audit for ISO 14001.

##### **Key Accomplishments**

* Part of a 3 member team that successfully negotiated automotive capex equipment’s purchase of approx. 10 million INR for three new dealership outlets resulting in an overall saving of 18%.
* Drafted a PMC (Periodic Service Maintenance) a Service Level Agreements (SLA) which increased the flow of service vehicles to the dealership resulting in an after sales service volume of 21%.
* Helped the dealership obtain the ISO 14001 certification by participating as the Legal Head.

**Trichy Steel Rolling Mills Limited, Tiruchirappalli, India**  **Sep 1990 - Aug 2001**

**Deputy Manager - Purchase**

*A public limited integrated mini steel plant with an annual capacity of 50,000 metric tons of steel billets and 40,000 metric tons of hot rolled steel bars and steel castings.*

##### **In charge for all Engineering Item purchases and Stores day to day Operations.**

##### To Assist Purchase Manager in supplier evaluation through vendor rating.

##### In charge for Inspection and Quality Control of Steel Castings supplied to various Government entities

##### In charge for sourcing and procuring engineering items used for steel casting production from US and Europe.

##### **Key Accomplishments**

* Evaluate Vendors through Vendor Rating for long term supplier relationships and reporting to Management at regular intervals.
* Participated in the organization TQM (Total Quality Management) in production as a Quality Circle member.

## Personal Details

Date of Birth : 05th June, 1965

Driving License : Holding UAE Driving License valid up to 2022

Address : Ajman

Reference : To be produced upon request.

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| **Chelladurai Muthu E – CV No 2032536**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |