**JAYACHANDRAN**

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**Operationally adept professional seeking challenging assignment**

**Key SKILLS:**

* **Warehousing & Inventory Management**
* **Administration,PRO & Facility Management**
* **Distribution & Supply Chain Management**
* ERP & Operating System Knowledge (**Oracle 8i,9i,11i, Business Objects XI,CCS Build Smart(Integrated Cost Management System-Procurement) MS Office, Windows**)
* Leadership & People Management and Public relation Assisting

**ACADEMIC CREDENTIALS**

Graduate in BA. Economics(M.G University)

**Career Summary**

1. Jan 2016 to till date working in **Dutco Balfour Beatty LLC as Assistant Project Coordinator/Administrator**
2. April 2013 to 2015 December worked in **TOA Corporation JAFZA as Warehouse In charge/ Administrator /PRO Assistant**
3. July 2007 to 2013 February worked **in Jashanmal National Co LLC Dubai. as Warehouse Supervisor**

**Roles & Responsibilities**

**Dutco Balfour Beatty LLC** **as Assistant Project Coordinator/Administrator**

**Responsibilities**

>Preparing Time sheet for all Staff and updating in the system thru **build SMART** (Integrated Cost Management Systems (**Accounts, Procurement, Payroll**)) software.

>Preparing purchase order thru build SMART for site related equipment’s & Materials

>Checking all the invoices and updating to purchase department &Accounts.

>Efficient handling of duties related to receiving materials and arranging the materials in right racks

>Follow up with the suppliers for quick and apt delivery of materials

>Checking the materials with Purchase Order and delivery note

>Arrange the stores to monthly audit

>Working as interpersonally between technical people, labours, management and HR

Enforcing strict and effective controls to reduce expenditure

>Responsible to raise the local purchase order for replenishment of stock

>Filing of invoices & delivery notes and other relevant vouchers

>Carryout timely changes on reorder levels when stock differences are identified

>Arranging and updating in the system the entire project related documents &updating to Direct Manager.

>Arranging Transportation for all company staffs and labour’s

> Monitoring the vehicles routing, time allocation, trip management.

>Maintenance supervision in all our staff accommodation

> Checking works as per standards & regulations

**TOA Corporation JAFZA as an Warehouse In charge/ Administrator /PRO Assistant**

**(**April 2013 to 2015 December)

**WAREHOUSING**

* Maintaining warehouse inventory and ensuring stocks are best to last for a month
* Feeding information of customer orders into the systems
* Supervising loading and unloading, and quality of packing
* Working out material necessity for future roll out time (monthly) in discussion with the project manager
* Fulfilling all material needs of the field engineers placed in different Asian countries
* Providing logistics support to staff on tours by arranging their land, air tickets
* Supervised safety features of warehouse
* Monitored store tasks & checked requisition forms before distribution
* Analyzed requisition notes established on item and barcodes
* Generated simplified reports and provided supported documents
* Controlled and supervised staff functioning
* Write weekly and monthly global transportation reports.
* Produce bills of lading and update shipment status information.
* Monitor shipments to guarantee on-time delivery.
* Finish all necessary customs documents and other paperwork.
* Exhibit strategic leadership and foresight in support of long-range sales growth.
* Conducted qualitative and quantitative analysis of logistics operations using simulation models and other tools.
* Negotiated contracts with outside providers to minimize costs to the company and customers.
* Oversaw scheduling for the day-to-day activities of transportation employees.
* Defined appropriate metrics and measurements to drive results.
* Manually created shipments assigned carriers and dispatched shipments

**ADMINISTRATION & PRO**

1. Applying Online Medical For All Staff
2. Submitting & collecting the Visa/JAFZA ID Cards/ Stamping in JAFZA.
3. Arranging Labour’s accommodation and Transportation
4. Applying Online Intimation Arrival for Staff
5. Doing all PRO Related Job
6. Making SOP and memorandum.
7. Doing administrative works assigned to do so.
8. Ordering of office supplies.
9. Making payroll sheet every month.
10. Updating the data file of the staff.
11. Updating the absences and annual leave of the staff.
12. Applying the IBAN No of the new staff in BANK & UAE exchange.
13. Applying online visa in JAFZA for the new staff.
14. Arrangement of transportation for all office staff.
15. Arrangement of transportation for special guests.
16. Monitoring the vehicles routing, time allocation, trip management.
17. Assigning duties to idle driver.
18. Arranging proper & high quality working atmosphere inside our office.
19. Trouble shooting of any issues prevailed inside office.
20. Monitoring the essential facilities inside office.
21. Assigning subcon or in-house manpower for rectification
22. Checking works as per standards & regulations.

**Responsibilities**

**Jashanmal National Co LLC, Dubai (2007 July to 2013 February)**

1. Responsible for the physical and computer stock inventory

2. Responsible for daily issuance of materials against work orders

3. Checks and receives new consignments against the Purchase order ensure its documentation.

4. Responsible for stock take procedure with the Accounts Section

5. Arranges Warehouse goods according to FIFO system per rack location and ensure adherence to shelf life

6. Supervises helpers on jobs related to concerned warehouse

7. Stock replenishment to Main W/H and Branches.

8. Coordinating divisional Supervisors/Charge hands regard to work order status against material

9. Maintain Optimum Stock Levels.

10. Ensure optimum utilization of space in warehouse

11. Analysing stock out situation and Reporting

12. Issuing **LPO’**s for Internal Products

13. Passing the **GRV**’s for all purchases

14. Creating **Item Masters in Oracle**

15. Passing the returns entry for all the returns

16. Follow up with Suppliers for the **Credit notes**

17. Liaison with Retailers & Wholesalers for the **Supply & Returns**

18. Arranging **Outbound Deliveries**

19. Filing of all the goods receipts & returns documents.

20. Filing of invoices & credit notes to various customers

21. Handling daily warehouse activities and giving guidelines to warehouse staff

22. Liaison with accounts department for **LPO’s, GTV’s** for in-house stores & **SRV’s**

23. Preparing **MIS** reports.

24. Reporting to Warehouse Manager about the **stock level**.

**Other Personal Skills**

* Supervision of inward and outward consignments by various modes.
* Inspection and clearance of invoices/advice from/to the consigner/consignee.
* Preparation and finalizing claims for loss/damage of stores in transit.
* Conversant with fire and stores safety measures.
* Supervision of material handling equipment’s & Employees.
* Maintenance and safe custody of Inventories.
* Material planning of stores to avoid inabilities.
* Exploring the reclamation of Non-moving inventory.
* Disposal of salvage stores through auction.
* Preservation procedures of stores.
* Documentation.
* Excellent time-management and coordination skills
* Effective listener and efficient problem solver
* Knowledge of computer and warehouse activities
* Skilled in implementing process for keeping records of incoming and outgoing goods
* Excellent data-entry skills
* Ability to supervise worker activities in the warehouse
* Good network with transport agencies
* Capable of meeting deadlines and prioritizing work
* Good physical strength to lift boxes, and operate equipment’s
* Flexible with working hours, and adaptive with working conditions

**PERSONAL DOSSIER**

Nationality : Indian

Gender : Male

Marital Status : Married

Languages Proficiency : English, Hindi, Malayalam &Tamil

##### DECLARATION

I certify that the information stated above is true to the best of my knowledge