# 12861-Kaushik.jpg

# KAUSHIK

Email:[**kaushik.370362@2freemail.com**](mailto:kaushik.370362@2freemail.com)

**Experience in Inventory/ Warehouse/ Logistics & Stores Management ( Dubai )**

Skilled in **materials planning and customer relations.** Good Interpersonal and communication skills with a demonstrated ability to develop and maintain business relationships. Ability to assume challenging roles, work under pressure to meet deadlines and produce strong sustainable results. Committed to performing professionally and effectively to contribute to the successful completion of company projects.

**4+ Years experience in Conmix Limited as a Dispatcher cum Stores in charge.**

CONMIX LTD., Sharjah, UAE, was established in the year 1975. It is a joint-venture between the [Bukhatir Group](http://www.bukhatir.com/) and [German-Gulf Enterprises Limited](http://www.german-gulf.com/).The business portfolio of CONMIX includes Ready Mix Concrete, Pre Mix Plaster, Construction Chemicals and Water Treatment Additives.

### R E S P O N S I B I L I T I E S H E L D I N W A R E H O U S I N G

1. **GENERAL RESPONSIBILITIES**

* Reports to: Production Manager.
* Collects the requirements of the sales team, arranges the products and sends them to customers within the stipulated time.
* Handling direct cash sales.
* Arranging company as well as third party transportation for exports.
* Arranging courier for samples and documents.

1. **LOCAL & EXPORT CUSTOMERS**

* Co-ordinating with customers, both local and export sales. Arranging the products and sending them within the stipulated time.

1. **ACCOUNTS DEPARTMENT**

* Preparing the invoices (cash & credit), and Credit Memos, and sending them by post and courier.

1. **PRODUCTION DEPARTMENT**

* Making arrangements for production /samples as per the sales & customer requirements.

1. **TRANSPORTATION (LOCAL & EXPORT) – EXTERNAL**

* Arranging vehicles for deliveries to various destinations (local & export). For export with customs documents.

1. **TRANSPORTATION – INTERNAL**

* Arranging the chemicals (admixtures) for all Conmix branches, as well as for outside customers.

1. **PURCHASE DEPARTMENT**

* Co-ordinating with Demo & purchase department for purchase order for trade goods from Germany.

1. **CONCRETE DEPARTMENT**

* Co-ordinating with concrete department for the chemical supplies.

1. **REPORTS**

* Preparing reports on a daily, monthly and yearly basis.

1. **IT DEPARTMENT**

* Reporting the technical and system errors found in the delivery/dispatch module.

1. **STORE**

* Updating the finished goods stocks and sending the stock report to the sales office for information.

### E D U C A T I O N A L A C H I E V E M E N T S

|  |  |  |  |
| --- | --- | --- | --- |
| Course | University/ Board | Year of passing | Class |
| B.Sc Computer Science | Mahatma Gandhi University | 2010 | First |
| XII standard | Kerala State Board | 2007 | Distinction |
| X Standard | Kerala State Board | 2005 | Distinction |

### T E C H N I C A L S K I L L S

## Excellent knowledge of: MS-OFFICE ( WORD /EXCEL ), INTERNET, E-MAIL

* Software development in <Dot Net, Java, Visual Basic>
* Develop and handle Computer programs in (C, C++, ORACLE, and Linux)

**P R O J E C T S U N D E R T A K E N**

* **Major Project** - A research paper on **Revenue Database**, Cochin. (2010)
* **Minor Project** - A research paper on **Rapid Prototyping**.

**PERSONAL DETAILS**

**DATE OF BIRTH /AGE : 27-12-1989/27**

**MARITAL STATUS : SINGLE**

**NATIONALITY : INDIAN**

**LANGUAGES KNOWN : ENGLISH , MALAYALAM , TAMIL and HINDI**

**KAUSHIK**