

**RAJESH.**

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**Objective**

Extensive experience in Logistics, Supply chain, project initiation, requirements definition, documentation, quality assurance/system testing and implementation. Highly skilled Logistics Professional with more than a **5 years** of experience working for major corporate clients, Focus on supply chain operations, Reporting, Forecasting, planning, System enhancements, Basic programming knowledge and a reliable Business Analyst.

**Summary**

* Develop business architecture using requirements such as scope, processes, alternatives, and risks.
* Analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
  + Conduct 5+ levels of testing including functional, regression, user acceptance, integration and performance to verify the client’s needs are met.
  + Communicate client’s business requirements by constructing easy-to-understand data and process models.
  + Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.
* Liaise between business and technical personnel to ensure a mutual understanding of processes and applications.
* An active participant in all the SAP PT’s and UAT’s.
* Conducted Intensive SAP ECC training for the staff.
* Key trainer for various system for In-house staff as well as Customer.
* Participated in the in-house operating system enhancement including testing, validation, functionality and operational reliability of system and predefined business requirements.
* Successfully implemented various Go-Live milestones.
* Expert in preparing presentations, process flows, SIPOC, Flow charts & Swim lane diagrams.
* Provided design and implementation mentoring, guidance, and expertise throughout the project implementation process.
* Super user for various systems to identify potential risks.
* Key contact for integration of Inttra with the in-house operating system.
* Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Visio).

**Education:**

* Bachelors of Technology in Electrical & Electronics from Raja Mahendra College OF Engineering in the year 2010.
* Certified International Supply Chain Professional (CISCP) in the year 2010 from IPSCMI, Delaware USA.
* Certified DG Goods handler.

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**Technical Skills**

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| OPERATING SYSTEMS | Windows 2007/8. |
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| REPORTING TOOLS | IBM Cognos, Qlik |
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| Applications Used | BDP Smart, DMS, Tietan, Inttra, SAP, Dubai Trade, |
|  | Container Pool application, carrier allocation tool, |
|  | WMS, GT Nexus. |
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| Microsoft Tools | Excel, Word, Power point, Visio, VBA. |
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| **BDP International – Business Analyst** | **(MAR 2014 to Till Date).** |

**SAP – Super user, COR (Clean Order Review)**

* Responsible for COR and order processing.
* Access Customer SAP- ECC system and conducting clean order review before offering Shipments to the forwarder according to the defined criteria.
* Run reports in SAP to find out the orders which are ready for COR using TPP’s & Shipping points.
* Ensure the orders are offered on time and all the required outputs are triggered.
* Send daily KPI report and error report to customer

**EDI**

* Implemented EDI connections with Inttra for Booking and to submit shipping instructions via in-house operating system.
* Key contact for EDI connections with SAP, to receive orders directly into operating system and feed the Mapped fields in ERP.
* Monitoring IN/OUT EDI transactions with customers and carriers, including monitoring the quality of data & time.
* Analyzing & debugging the bugs, including fixing the bugs reported by the testing team or the end user.
* Experienced with EDI standards and Processing.

**Reporting Specialist – Cognos, BDP smart, Tietan, SAP.**

* Create and schedule suitable and effective daily operational reports in Cognos to department supervisors and managers.
* Pulling reports from various applications (SAP, TIETAN, COGNOS, BDP SMART) and compiling in Excel to create weekly control reports to send it to Customer.
* Compiling monthly reports and including monthly KPI reports for customers to measure the performances and focus on the issues.
* Creating daily control reports to ensure smooth operations
* Create carrier score cards to measure carrier performance in each aspect.
* Create GNC (Global non-conformance) reports, to measure transporters, carriers and warehouse performances on monthly basis.
* Conduct monthly meetings with carriers and customer to focus on the top 5 issues based on the Monthly KPI reports.

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**BDP International – Operations Executive** **(APR 2012 to MAR 2014).**

* Co-ordination with overseas offices and agents in connection with import shipments by Sea.
* Liaison with Corporate Customers in connection with their import.
* Preparing quotations.
* Sending Routing Orders, getting shipment booking confirmation and ensuring smooth movement of cargo from pickup to delivery.
* Sending pre-alert documents to Customers, checking of shipping documents for a smooth customs clearance before shipment arrival, follow up on shipment arrival.
* Maintaining job files, costing and invoicing to the customers
* Cheque requisitions and payments for the vendors and shipping lines.
* Ensure quality service to all customers internal & external by maintaining sound rapport with suppliers/agents & principals.
* Follow up/effective communication with principle, agents & local services providers on tracking and handling of shipments based on booking confirmations.

**On-Site Experience: (Prague, Antwerp, Oman, Qatar & Saudi)**

* **Prague:** Supported freight forwarding team on SAP Go-Live.
* **Antwerp:** Supported customer service team on Documentation Matters.
* **Oman:** Implementing EDI connections with carriers &customer, KPI’s setup, Reportscustomization and ERP customization for the new client.
* **Qatar:** Supporting sales on a technical questionnaire and systems for a new bid.
* **Saudi Arabia:** Remotely supporting a project in Saudi on KPI setup, Hub Management ERP,Process Flows, Inttra EDI setup and Export Documentation Process.

**Rewards & Recognition:**

* Best Subject Matter Expert Award (Centre Level): For Quarter II 2014 for effective knowledge transfer and training the highest number of new hires.
* Customer Service Excellence Award: For continuously exceeding the customer expectations.
* Received many appreciations from management and customers.

**Strengths:**

* Effective communication skills & team work.
* Effective motivation skills.
* Ability to co-ordinate with the team and handle process issues.
* Positive attitude and adapt to changes quickly.
* Quick learner with analytical skills and good process knowledge.
* Ability to handle crisis situations and work within a pressurized environment
* Adept and experienced at working as a productive, flexible and co-operative team member, comprehensive leadership, communication and interpersonal skills.

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| **PERSONAL PROFILE** | |  |  |
|  | Date of Birth | : 14 - 04 -1987 | |
|  | Nationality | : | Indian |
|  | Sex | : | Male |
|  | Marital Status | : | Single |
|  | Languages Known | : | English, Hind and Telugu. |

* Interests and activities : Sports (Bowling, Snookers, Swimming and Cricket), Listening Music.

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 Driving License : Available Valid UAE Driving License(LMV).

**Declaration:** I hereby declare that the above said information is true and fair to the best of myknowledge.

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