Dayakar

[Dayakar.375281@2freemail.com](mailto:Dayakar.375281@2freemail.com)

**WORKEXPERIENCE**

**ABDUL WAHAB TECHNICAL SERVICES LLC**

***Warehouse Incharge & Logistic Co-ordinator Sep2014-july2017***

* Manage the day to day operation of warehouses facility for both Inbound and outbound transactions, control inventory levels by conducting physical counts; reconciling with data storage system. To follow up shipping documents from shipper, checking all details if correct B/L, invoice, packinglist & COO to send original copies for our customs clearance and to prepare export shipping documents according to requirement.
* Office Automation products analysis in co-ordination with Sales Engineering department to understand the product requirements
* Coordination with Vendors and ensure specific processing guidelines outlined by vendors are met.
* Order placement and vendor management through ERP operating system to ensure all requisitions are made within the customer's specified timing and optimal logistical considerations are made to ensure prompt delivery of items within the specific time frame of the customers.
* Ensure that the vendors terms of delivery are met promptly and payments are made as per the terms in coordination with our Finance team.
* Being exclusive for company dealers, job roll involves ERP System Support in the following modules Purchase, Inventory, Customer Master, Vendor Master, Order Entry and Serial Records.
* Responsible from order confirmation till receipt of goods into inventory - including back order placement, shipment followup, weekly report on supply chain cycle, Customs clearance and Goods Receivable to ensure optimal logistics matrix in terms of cost, time and safety
* Preparing different kinds of reports on weekly and monthly basis
* in management decisions in purchase and logistics

**SAFE TECHNICAL SUPPLY CO LLC**

***Warehouse Incharge Apr2013–Aug2014***

* Materials issuance to other clients and inventory management using ERP System. Manage the day to day operation of warehouses facility for both Inbound and outbound transactions. Documentation of all financial records and maintaining shipment, supply and delivery logs and is also responsible for maintaining records of all accounting functions as they relate to supply procurement.
* Materials issuance to production and other clients and inventory management using ERP System
* Handles operations and coordinates support relating to the logistics of goods so that the deliveries arrive in a timely manner and is also responsible for tracking shipments and handles operations in a cost-effective manner.
* Responsible for distributing materials and purchasing to oversee and anticipate supply needs to avoid a shortage of necessary supplies and materials
* Documentation of all financial records and maintaining shipment, supply and delivery logs and is also responsible for maintaining records of all accounting functions as they relate to supply procurement.

**CANOVATE FZC**

**SAIFZONE SHARJAH**

***Logistic, Warehouse Incharge & Customs Clearance May2012–Mar2013***

* To follow up shipping documents from shipper, checking all details if correct B/L, invoice, packinglist & COO to send original copies for our customs clearance and to prepare export shipping documents according to requirement. (commercial invoice, packinglist & COO including B/L instruction if needed). Monitored the loading and unloading of materials in coordination with the store. Work with the storekeeper for data gathering and encoding with regards to storekeeping and warehousing.
* Appointing freight forwarder & clearing agent for both inbound & outbound shipments.
* To follow up shipping documents from shipper, checking all details if correct B/L, invoice, packing list & COO before requesting to send original copies for our customs clearance. To double check & arrange original shipping documents from shipper after receiving & forward to forwarder for customs clearance.
* To follow up w/ forwarder if shipment is ready for delivery. To monitor & follow up status of all the shipments inbound & outbound & to make sure that it will reach the destination on time. To inform concerned department for incoming deliveries.
* To prepare export shipping documents according to requirement. (commercial invoice, packing list & COO including B/L instruction if needed).
* To arrange shipments declaration to insurance & to make sure that all shipments are insured on time & follow up insurance policies to ensure that shipments are insured according to the invoice value.
* To arrange trailers for local shipments & delivery when required. Logs incoming and outgoing courier. Managed the complete inbound and outbound shipment activities of the organization
* Monitored the loading and unloading of materials in coordination with the store.
* Work with the storekeeper for data gathering and encoding with regards to storekeeping and warehousing.

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**RELIANCE INFOCOM LTD, Hyderabad, India**

***Marketing Executive Mar2004–Dec2008***

* Co-ordinated with internal business divisions, agency partners and local vendors to guarantee on time, cost-effective delivery of all marketing communications materials.

**EDUCATION**

* MBA (Marketing) - MADURAI KAMARAJ UNIVERSITY - April 2011
* Bachelors Degree in Arts - MADURAI KAMARAJ UNIVERSITY - April 2002
* Industrial Training Institute (Electrical) - April 1996

**ADDITIONAL SKILLS**

* Work experience in Electrical apprentice in HMT Bearings 1 year.
* Computer literate experience knowledge of Excel and Word
* Knowledge in using ERP System Professional
* Good Communication skills & Fluent in English & Hindi.
* **Valid UAE Driving Licence.**

**PERSONAL INFORMATION**

* Nationality : Indian.
* Religion : Hindu.
* Date of birth : 22nd May 1976
* Marital Status : Married.
* Languages Known : English, Telugu and Hindi