KUMAR

Sharjah, UAE

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Objective

Want to make my career in field of logistics management where I can get chance to gain more experience in this field with all related abilities. I feel confidence about my educational qualification and qualities will help me to perform my best.

Education

|  |  |
| --- | --- |
| SRM Arts & Science College, Chennai. | Jul 2004 - '06 |
| Master of Business Administration |  |
| **SRM Arts & Science College, Chennai**. | Jun 2001 - '04 |
| Bachelor of Computer Application |  |
| Experience |  |
|  |  |
| [**Gulf Bio Analytical LLC, Dubai**](http://www.gulfbioanalytical.com) | Jan 2011 - Present |
| *Senior Logistics Coordinator* |  |

* Coordinating and monitoring supply chain operations
* Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
* Established highly effective logistics support, materials management, reliability, sparing, and maintenance methodologies for performance – based logistics programs.
* Plan and track the shipment of final products according to customer requirements.
* Keep logs and records of warehouse stock, executed orders etc
* Manages activities throughout the order fulfillment and transportation cycle to make sure established deadlines are met.
* Mostly handled KSA shipments as per the country terms, such as SFDA & other DGR approvals.
* Exposed to UCP-600 incoterms, and knowledge of Cross border trading, ability to discharge shipment through Delivery order of Shipping Guarantee.
* Handled the responsibility of preparing/maintaining records of DGR approvals, Airline approvals & movement of shipment on Weekly/Monthly basis.
* Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.
* Designed and established a comprehensive data management system and resource library utilized in developing technical documentation to support complex electronics systems.

**Vamsee Shipping Carrier Pvt LTD, Chennai, India** Mar 2008 - Sep 2010

*Purchase & Logistics Executive*

* Handled the responsibilities of receiving spares & stores materials, processing documentation and delivery to vessels.
* Assigned the tasks of maintaining proper record of inventory of items both in office & vessel.
* Processed receipts of materials from vessels after delivery.
* Responsible for deciding to deliver as per vessel requirements.
* Responsible for communicating with vessel officers on daily requirements and orders.
* Assisted by technical department in identifying and selecting emergency supplies and equipment according to supply procedures and procurement specifications.
* Performed any duties related to logistics and supply operation under the instruction of Technical department.
* Responsible for preparing documents like quotations, comparison statement and Preparing purchase orders.
* Responsible to communicate with vendors, suppliers andtransporters for getting quotes, issuing PO’s and follows up until the payment made.
* Responsible for preparing month end reports.

**A to Z Logistics, Chennai, India** Jan 2007 - Feb 2008

 *Logistics Executive*

* Responsible for assisting Logistics professionals with load-out of items being shipped.
* Assigned the tasks of processing shipments of materials and equipments like confirming of delivery as well as liase with shipping & vendors.
* Responsible for making shipping arrangements as per customer’s requirements.
* Prioritizes items for dispatch as well as prepare distribution plans.
* Responsible for planning to deliver the imported goods to the customer place.
* Responsible from picking up the materials from the customer and coordinating with custom clearance executives until the goods deliver to the counterpart.
* Responsible in tracking the materials once after booking.

Skills

* Problem-solving skills
* Decision making ability
* Organizational skills
* Procedural mindset
* Ability to analyze data and understand connections
* Team Player
* Ability to manage Team

Certification

* Trained & Certified Professional IATA Category 6 - Dangerous Goods Regulations (DGR) - Recurrent (Valid till 01-Aug-2019)

Kumar