Lovely

Dubai, U.A.E.

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**Objectives**

Seeking a job opportunity that enhances my professional and personal growth, where I can contribute significantly for achieving business goals, objectives and targets, with optimum utilization of skills, qualification and work experience.

**Personal Skills & Strengths**

* **11years quality work experience in a fast paced MNC organizations.**
* Ability to perform multi-tasks with required accuracy and speed.
* Analytical, Quick Learner, Committed and Consistent, with zeal to succeed.
* Team leader, with equal flexibility to work as team player.

# Smart working and Ability to create synergies in team activities

* Positive approach and proactive.
* Disciplined, straight forward, honest & ability to work sincerely
* Excellent communication, presentation, co-ordination, problem solving and decision making ability.
* Client interfacing ability with corporate personality.
* Excellent computer skills (Excel, Word, MS-Windows etc).
* Active participant of cultural and sports events.

**Education**

**Examination Board/University Yr of Passing Percentage**

**B.E. (Mechanical) VTU University, India 2005 70.48%**

PUC Mysore University, India 2001 84.33%

SSLC Mysore University, India 1999 80.32%

**Work Experience**

**New Medical Centre Trading LLC, U.A.E.** Multinational firm, based in U.A.E. with distribution across U.A.E., with satellite and consolidation warehouses in multi-cities, trading in FMCG, Hospital and consumer goods.

**Job Title, Duration and Reporting to:**

* **Sr.** **Logistics Executive** – [Yr. 2012 to date] - Manager (Hospital Admin.)
* **Warehouse In-charge** – [Yr. 2007 to 2011] - Manager (Stores)

**Job Responsibilities:**

* Responsible for Day to day handling of in-bound/out-bond deliveries and arrangement stock, with appropriate labelling and assigned location. Provide daily reports to management.
* Stock handled is time, temperature and high value in nature; ensure all measures are taken are in strict compliance with set parameters in storage, transport and delivery.
* Co-ordinate with retail network and satellite warehouses related to deliveries and receipts.
* Fleet Management – arranging deliveries to retail and satellite distribution points with maximum utilization of company fleet and assets, in time bound and economic manner. Provide weekly report on utilization and costs to management.
* Responsible for internal ERP and external delivery documentation preparation and filing from in-bound receipts, out-bound deliveries, inter-warehouse transfer, stock return and destruction of expired products and stock.
* Assigning duties, managing time sheets and appraisal of sub-ordinate staff and workers.
* Ensure H.S.E. requirements are complied with, ensuring all supporting documents and checklists are appropriately handled. Provide H.S.E. training to staff as and when necessary, with the approval of manager.
* Attend weekly multi-department meetings and provide adequate status report on stock, suggestions and implementation of policy.
* Monitor inventory and update management with regards to fast moving, slow moving and expired products or stock.
* Carry out physical monthly stock check with double verification of barcodes, batch codes and warehouse locator codes.
* Attend internal auditor and sales representative queries on stock.
* Ensure goods returns are handled with laid down policies and hierarchy of approvals, assigning appropriate labelling for easy retrieval in case of any requirement.
* Handle multi-store transfers with appropriate documentation and verifications.

**CWT – SML Logistics LLC, Jebel Ali free Zone, UAE**

Multinational freight forwarding firm based in Jebel Ali Free Zone, Dubai.

**Job Title, Duration and Reporting to:**

**Logistics & Cargo Assistant** – [May 2006 to Aug 2007] - Manager (Logistics).

* Preparation of internal and customs documents for inbound and outbound documents (Import and Export Documents).
* Assess and arranging transport, man-power requirements and ensure adequate resources are available as per scheduled tasks.
* Co-ordinate internally within departments and externally with customers in scheduling transport, pickup and documentation.
* Enter all entries in WMS software available for the purpose.
* Prepare reports as required and instructed by superiors.

**Personal Details**

Name : Lovely

Date of Birth : 13-02-1984

Sex : Male

Nationality : Indian

Marital Status : Married

Religion : Christian (Roman Catholic)

Languages Known : English, Kannada, Hindi, Tulu, and Konkani

Visa Status : Employment Visa

Driving License : U.A.E. Driving License with own car.

References : Available upon request

**Declaration**

“I hereby declare and confirm all details mentioned above are true, accurate and correct.”

**Date:**

**Place: Dubai (Lovely)**