## Career Objective

## I am looking for a challenging and creative position in a dynamic organization where advancement is based on progress.I want to utilize my Technical, Managing & Analysis skills to lend a fruitful growth to your organization as well as my professional career to reach new horizons effectively as a member of the management team.

**Work Experience:**

1. **AL Jaber Group, Road & Building Division, Abu Dhabi**

**Designation:** Senior Logistics Coordinator

**Industry**: Supply Chain/Logistics/Transport/Warehousing/Distribution.

**Since:** Dec-2013 to Till Date

**Duties:** Manage the day to day operation of the DC & Outbound operations in Abu Dhabi & Dubai and support the department head in developing and improving processes to achieve high levels of satisfaction and efficiency.

* Leading and managing the Distribution Center Operations covering all operational activities such as Pick &Pack, Outbound planning, Documentation requirements, Return process and daily operational management.
* Manage export order processing of distributors & local retailers for the MENA region as well as Asia with focus on timely and cost efficient deliveries.
* Manage logistics providers to ensure excellent coordination & warehouse management and on-time deliveries.
* Monitoring cargo movement through the tracking system, driver follow ups.
* Coordinate with other departments in the execution of day to day operations and implementation of projects. Attain and monitor transport Key Performance Indicators (KPIs) &Analyze variances between budgeted targets and actual.
* Maintaining fleet of Flat bed, low bed, and tipper trailers to deliver cargo goods on daily basis.
* Deal with 3PL and other suppliers on a regular basis to achieve optimum service levels
* Responsible for monitoring deliveries, ensuring customer satisfaction and maintaining accurate logs of all transportation and goods.
* Coordinate and correspond with third party providers (Shipping lines, Forwarders, Abu Dhabi Customs) that will ensure the efficiency of work and escalation of day to day issues with authorities
* Keeping track of claims and returns and dealing with government and regulatory agencies
1. **ManTech International Cooperation, Afghanistan**

**Designation:** Logistic Coordinator.

**Industry:** US Defense Maintenance and Supply.

**Since:** 2 years 4 Months. From July-2011 to Nov - 2013

**Duties:** Management, Import/Export, Managing Strategic partners including suppliers, 3PL and distributors.

* Manage the import and export process and ensures compliance with US and foreign government laws and regulations. Responsible for coordinating with vendors the completion of paperwork associate with international distribution.
* Maintain Inventory Control by collecting stock location orders and printing request.
* Organizing & manage the dispatch order processing of distribution to the entire region of Afghanistan.
* Maintain quality control service by following organization standards.
* Manage to maintain Safe & clean work environment by keep shelves in orders, pallets area and work station neat, maintaining clean shipping supply area, complying with procedures, Adhering organization’s rules and regulations, Assist with any logistic/transportation issues and consolidation efforts in the supply chain.
* Keeping track of claims and return and dealing with US department of defense Agencies.
* Interact with inventory management to develop and analyze logistic strategies.
* Set up, maintain and update custom inventory tracking system.
* Organizes, completes, maintains, reviews and updates relevant records, files, lists, logs, forms and other documentation, accurately enters data into computer system.
* Assists in receiving, inspecting and reconciling shipments to purchase orders; identifies reports and processes problem orders according to established procedures; Manage to operate a forklift.
* Assisting for Pulling Material, Packing boxes, and placing order in delivery area. Complete turn-ins to Supply Service Activity (SSA), complete turn-ins in DRMO.
1. **Al-Majdouie Group , Saudi Arabia**

**Designation:** Logistic Coordinator for RPL Project.

**Industry:** Supply and stock control.

**Year:** 2 years 1 month. From Mar-2009 to April 2011

**Duties**: Issues supplies, materials, and equipment to City employees, manually pre-picks stock items from multi-level racking which are specified in Work Order documents, in advance of issuance to field crews, completes all necessary paperwork for stock items issued, and forwards to manager (Rabigh Petro Ltd).

* Utilizes mainframe computer terminal to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled adheres to strict accounting procedures in this regard.
* Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods Ensure shipments’ and inventory transactions’ accuracy
* Maintain items record, document necessary information and utilize reports to project warehouse status
* Confer and coordinate activities with other departments
* Interface with customers to answer questions or solve problems
* Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
* ensuring that quality objectives and delivery deadlines are met
* Maintain health and safety standards and for the security of the building and stock.
* Conducts weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assists in conducting complete physical inventory count annually.
* Organizes and maintains warehouse and inventory yard areas for efficient material storage and handling, maintains labeling system on each stock item, manually stocks.
1. **Country Vacations PVT Ltd, India.**

**Designation: Accountant**

**Industry: Cooperates Sector**

**Years: 1year (2008-2009)**

**Duties**:Maintenance and audit of business accounts and preparing of consultant reports in tax and finance. Analyze internal control, and assist in documenting processes and procedure related to JTC requirements.

* Systematic development and analysis of information about the economic affairs of an organization.
* Participate as a team member in the implementation of comprehensive billing, care and revenue accounting.
* Assist in the preparation of presentation of various management reporting.
* Maintaining Balance Sheet, Income Statement, Salary Statement.
* Providing managers with reliable information on the costs of operations and on standards with which those costs can be compared, to assist them in budgeting.
* Updating in Oracle, Preparing Monthly reports Using Excel.
* Booking online tickets (both Domestic and International) based on IATA.
1. **Bajaj Allianz Insurance PVT. Ltd. Company, India.**

**Designation: Lead Generator.**

**Industry: Insurance sector**

**Years: 2year. (2007-2008)**

**Duties**: Execute sales plan as per scheduled targets under supervision of the Manager.

Assist fellow executives/agents to achieve sales target, Submit reports on weekly and month to date basis. Keep track of sales target, upgrading the old customers to buy a new product. Maintaining the good customer relationship, Take initiative in manager’s absence.

## Educational Qualification:

* **MBA**(currently pursuing in Logistics & Supply chain Management from IIBMS, India.)
* **Bachelor of** Commerce– Badriya First grade college, *MangaloreUniversity*, Mangalore (2005-2007).
* **Higher Secondary Education**(Commerce) Government PU College Board of Karnataka.
* ***SSLC***from Bharathi English Medium School, Karnataka Secondary Education Examination Board, from Mangalore, Karnataka.
* **Diploma in computer Application**.
* **Air ticketing Course** form IATA Institute of Mangalore.

## Computer Skills

**Operating System, Basics.**

* TALLY, S-SAMA, ORACLE, JDE,C- Track software
* Applications: ***Microsoft word, excel, power point*.**

## Primary Assets:

* Good Communication & Interpersonal skills, Analytical &Complex problem solving skill, Monitoring, Negotiation. Positive outlook and open-minded approach
* Aptitude for learning new assignments & determined approach towards work environment
* Flexibility & Hardworking and Sincere & honest. Ability to work in a Highly Motivated Team Environment. Capacity to learn a new proficiency with every new assignment
* My career goal and Aspiration is to become one of the highly effective members of my organization.
* Proficiency with ISO Standards( ISO 9001, ISO 14001, OHSAS 18001, ISO 55001)
* Valid UAE Driving License

## Personal Profile:

* Marital status : Married
* Date of Birth : 28 Feb 1985
* Nationality : Indian
* Availability : One month

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Languages | English | Hindi | Arabic | Malayalam | Urdu |
| Proficiency | Excellent | Excellent | Good | Good | Excellent |

**Areas of Interests:**

* Sports : Cricket, Football, Swimming etc.
* Hobbies: Music, Photography, fishing, biking, surfing the Net etc.

**First Name of Application CV No: 387930**

Whatsapp Mobile: +971504753686

