** Hari **

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**~ Purchase ~ Logistics ~ Back Office Executive ~**

**Professional Precis**

* An astute professional with nearly 12 years of total experience including over 9 years of relevant experience in Purchase, Logistics, Inventory Control, Expeditor, Sales Coordination, Back office executiveandinitial experience of nearly 3 years in Accounting in India.
* To-date working as Export manager in Chennai, Tamil Nadu.
* Last associated with a MNC, Sharjah, United Arab Emirates as machinery spare parts backorder process in-charge (back office executive).
* Quality experience in maintaining a smooth Supply Chain encompassing demand planning, order processing, indirect procurement, logistics and delivery, as well as maintaining sufficient inventory to support sales volumes.
* Resourceful in driving Logistics Operations (Inbound & Outbound) including planning, order processing, billing, negotiation with the service providers, liaising with internal and external customer, and ensuring timely despatch/ delivery of goods to the respective destinations.
* Well-versed with the JAFZA Port rules and regulations (UAE), ensuring adherence while handling import and export related matters.
* Skilful in liaising with Government agencies, Customs Authorities as well as service providers.
* An effective communicator with strong interpersonal, analytical and problem-solving skills.

**Work Experience**

**From January 2014 to-date as Export manager in manufacturing company, Chennai, Tamil Nadu.**

**June'10 to June’13 in Mohamed Al-Bahar(Caterpillar), Sharjah, United Arab Emirates as back order process in-charge (back office executive) in machinery spare parts department.**

**Dec’07 to Jun’09 with SRF Limited (tyre cord fabric manufacturer), Dubai (UAE) as purchasing officer, sales coordinator (imports & exports) and logistics officer in Material and Logistics Team.**

***Role***

Purchasing officer

* Formulating the monthly procurement Plan, coordinating with vendors (local & overseas) for procuring required items at feasible prices. Submitting monthly reports as per inputs received from Production Team.

***EXPORTS****:* Handling Supply Chain activities of import/ export of goods (approximately 800 MT per month). Handling receipt & confirmation of orders; receiving LC, suggesting amendments, if any. Preparing negotiation documents, as per L/C. Complying with JAFZA Port rules and regulations, and fulfilling all formalities pertaining to the Government offices (Dubai Chamber of Commerce and Industry, Ministry of Commerce and Dubai Ports and Customs). Maintaining close coordination with various inspection agencies, shipping lines and forwarding agents, and negotiating on freight rates. Using GIT concept for timely delivery to customers; following up for payments.

***IMPORTS****:* Issuing FPO/ LPO, opening LC, and handling receipt of delivery schedule & status tracking of incoming material. Achieving timely clearance of material through submission of relevant documents. Working for ensuring timely availability of material to the Production Department. Controlling inward logistics, managing logistics service providers and finalising contracts with them. Preparing annual budgets for freight and logistics. Compiling variance reports, and implementing cost saving measures. Submitting reports on cost savings achieved on quarterly & annual basis to the seniors.

Sales coordinator

* Ensuring timely preparation of the L/C terms or DP Sales Documents in association with the Clearing Agents and Freight Forwarders.
* Dispatching materials and all original documents to customers in a timely manner.

Logistics officer

* Liaising with clearing agents for arranging containers and loading material as per customer requirements.
* Making an entry in the system about the material loaded in different containers and clearing all the payment/ receipt issues to Accounts division.
* Maintaining relevant pre/ post shipment documentation.
* Liaising with Excise, Customs and Inspection Agencies, as well as banks.
* Securing various rebates and claims from government bodies.

***Key Attainments***

* Worked on ERP software like Quantum, Microsoft Dynamics and ORION.
* Handled export and import activities successfully.
* Ensured that all pending sales targets were met.
* Played a key role in inter-linking the Inventory Control System with the warehouse for easily generating comprehensive business reports.
* Steered the introduction of new vendors via approved vendor list.
* Participated in training in the areas of Safety, First Aid and Fire Squad conducted by the Health, Safety and Environment Division of JAFZA, Dubai Government in 2008.

***Trainings/ Seminars Attended***

* Training on:
* Daily Management conducted by IIT professionals in 2008.
* Safety, First Aid and Fire Squad conducted by Health, Safety & Environment Division of JAFZA, Dubai Government in 2008.
* Attended a Seminar on “Letters of Credit and UCP – 600”, conducted by Dubai Chamber of Commerce in association with International Chamber of Commerce in Nov’08.

**Sep’05 to Sep’07 with York Air-Conditioning Contracting, Doha (Qatar) as Order Analyst cum database controller cum Inventory Accountant.**

***Role***

Senior inventory accountant

* Handling all vendor local/ foreign invoice booking through system software and updating petty cash related to staff income/ revenue booking in the database.
* Looking after Bin Card tagging of all items in the Central Warehouse.
* Supporting Assistants for monitoring discrepancies affecting Accounts to other departments.
* Updating the monthly payroll details for all staff members, including their day to day activities.
* Supervising 2 Accounts Assistants for Invoice Management Approval as **Document Controller** for in/ outflow of documents.

Logistics officer cum inventory material coordinator

* Processing & updating documents in the database for disbursement.
* Monitoring day to day warehouse and departmental issues done through the database.
* Handling the troubleshooting of all documents pertaining to Logistics Dept.
* Verifying and processing documentation for the companies of the sister concern.

Expeditor

* Receive purchase intends from inter-departments, construction site project managers/engineers, customers and to pass to purchase department.
* To follow-up with suppliers for prompt delivery to warehouse, site and purchase department.
* To ensure receipt materials consist of quality goods as per purchase contract.
* To clearly check and confirm authorized signatory in receipt of goods invoice and pass to data entry operator.
* Once entered in database, pass to inventory accountant in head office to process payment to supplier.

***Key Attainments***

* Actively contributed to the introduction of new software, Microsoft Dynamics GP ERP, wherein Accounts, Purchase and Stores related modules were modified (many forms and criteria). Suggested inputs for facilitating smooth and easy access of the software approved by the Chief Executive Officer.
* Put forth a suggestion for improving the processes with the implementation of a new ERP software.
* Handled mid/ financial year ending while stock taking, and helped the DBA to re-design whole stock details in FIFO/ LIFO System.
* Accepted only purchase materials as per company requirements, and some materials with low grade was rejected. Informed the same to the management.

**Nov’02 to Jan’04 with Saudi Catering & Contracting, Al-Khobar (Saudi Arabia) as Assistant Foreign Purchasing Officer.**

* Handling activities in the Foreign Purchasing Section including purchase cost control and furnishing reports on a speedy basis to the concerned departments.
* Complying with bank & custom Import procedures. Submitting final shipment report to accounts department.
* ***Handled local purchase orders in absence of Local Purchasing Officer from Oct’03 to Dec’03.***

**Previous Assignments**

**Jun’02 to Nov’02 Technocrats Appliances Pvt. Ltd., Trivandrum., Junior Accountant**

**(Kerala, India)**

**Jan’00 to Jun’02 Trio International Pvt. Ltd., Trivandrum (Kerala, India)**

* Worked in different capacities of Computer Section Head (internet in-charge), faculty head, accounts data entry operator (using TALLY) & front office controller.

**Education**

* B.Com. from University of Kerala, Thiruvananthapuram (Kerala, India) in 1999.
* PDSE (Professional Diploma in Software Engineering) from Datapro Info World Ltd., Mumbai (India) in 2000 (Accredited to American Council of Education).
* CIC (Certificate in Computing) (Equivalent to BCA) from Indira Gandhi National Open University, New Delhi (India) in 2001.
* **Masters in Business Administration[Executive, MBA] from Institute for Continuing Education, National Center for Labour and Learning under Government of India in 2010.**

**Courses**

* ADCFM (Advanced Diploma in Computerised Financial Management) from CADD CORNER Computer Centre, Thiruvananthapuram (Kerala, India) in 2002 (Covered Accounting Packages like BUSY, TALLY and DACEASY).

**Technical Skill Set**

Operating Systems : MS DOS, Windows (3.1, 95, 98, 2000, ME), UNIX

DBMS : FoxPro 2.6

RDBMS : Oracle 7.0/ 7.3/ 8.0

Front–end Tools : Power Builder 4.0/ 6.0)

Languages : Turbo C, C++

Packages : MS Office Suite (95, 97, 2000), MS Visio

**Projects**

* Fancy Inventory Control System in FoxPro 2.6 & Windows for a Fancy Store *(As part of Professional Diploma in Software Engineering, Datapro InfoWorld Ltd., Mumbai)* in 2000.
* Marble Inventory Control System in Power Builder 6.0 for a Marble marketing company *(As part of Professional Diploma in Software Engineering, Datapro InfoWorld Ltd., Mumbai)* in 2000.