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GAJENDRA

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### Career Objective

To utilize my expertise in the operation / administrative procurement and materials environment having a strong knowledge of administrative infrastructure and operating systems and would like to work as a System and Network Administrator.

**Summary**

* 8 years of Experience in Administrative works, Logistics, Materials and Procurement.
* Effective Planning & Organization Skills.
* Manage all Officially Documents.
* Ability to successful Manage Multiple Priorities and Assignments.

##### TECHNICAL SKILLS:

**Operating Systems :** Window7, Window Vista, Windows XP Professional & Home Edition, Windows 2000 Professional, (Basic), Window NT/95/98

**Tools & Packages :** MS-Office 2010, 2007, 2003 and 2000, Office XP and **MAXIMO – STEAM** (Strategic Tactical Enterprise Asset Management) (Provide by KBR Inc.)

**DynMRO**

**SAP** Operating knowledge**.**

**Work Experience:**

**1. Confidential**

**Logistics Coordinator**

**Duration: July 2010 to Oct 2012**

**Role and Responsibilities**

* Performing all materials transaction (Issuing, Shipping and Receiving) in the DynMRO ( Business Software)
* Making Daily, Weekly and Monthly materials inventories reports.
* Cross leveling to site to site and shipping materials for various FOBS.
* Coordinates information received and materials issued and received from various activities and sites concerning logistics operations
* Supervises and coordinates day-to-day logistics operations within the theatre of operations as assigned.
* Prepares finished products for shipment or storage by placing materials in inventory or shipping containers.
* Verifies materials or merchandise against received documents.
* Notes and reports discrepancies and/or damage to materials.
* Maintains records and provides traceability of documentation through the company accounting or tracking system.
* Examines stored materials and reports deterioration and damage
* Removes materials from inventory and prepares for shipment.
* Creates detailed daily, weekly and bi-weekly reports for IT in tracking materials received and accepted.
* Monitors parts and components quantities received from vendors and identifies problem areas.
* Inputs pertinent data from receipt and acceptance, to quality inspection, to inventory, into appropriate tracking system modules.

**2. Confidential**

**Logistics Coordinator**

**Duration: October 2008 to January 2010**

**Role and Responsibilities**

* Working as Redistribution Representative using **MAXIMO (STEAM)** software to screen all Requisitions submitted on LOGCAP III Project within countries of Iraq, Afghanistan, Kuwait and UAE.  Located alternative sites to fulfill requisition for DMC (Distribution Management Center).
* Prepare and transmitted cross level requests to transfer Material from different sites using WO#, RFS and complete information related to requester to fill the requisition. Follow up until the request gets supported and Material reaches intended site. Deleted supported items from original requisition and, update daily matrix / report and forward to all sites concerned.
* Prepares DMC Tasking Memorandum and send to corresponding sites to get their support for LOGCAP III cross level project and mentioned those information’s in Daily site report for cost controlling purpose.
* Considering identify the sites with best possibilities of availability of material through the theater.  Preparation and transmitting of request to respective sites for possible cross level by mail. Responding to emails asking queries pertaining to cross level, follow up of the cross level request by email and Tele-conversations.
* Preparation of daily report according to supported and unsupported requests with reference to the material issued by supported site (Issue Ticket) and material received by requesting site (Receiving Tickets)
* Working as Support cell leader to maintaining of Daily, Weekly and monthly Material Requisition report, Register Log Information, Issued Worksheet, Waiting for Responses worksheet and support cell worksheet which is requested by LOGCAP III Head quarters upper management Team.
* Manage/Upkeep, Property/Asset and Material transaction records of company’s global operations and create, update and maintain records of purchase by updating in STEAM.
* Developed logistical plans, policies, and procedures necessary to provide support in the areas of supply, transportation, maintenance, and services
* Exemplified leadership by directing the efforts of personnel involved in providing a variety of support to programs involved with supply, property, and transportation.
* Coordinated with other functional areas, departments, and government agencies to ensure mission accomplishment and customer satisfaction.
* Recommend solutions to management regarding problem areas in the field of logistics.
* Knowledgeable in all facets of the Base Life Support, Corps Logistic Support System, and Theater Transportation Mission which includes but is not limited to Move Control Team operations, logistical functions, Material Handling Equipment.
* Coordinated daily with the military, customer and site management regarding construction projects and also provide daily and weekly status reports to the military staff.
* Identified, coordinated, and facilitated resolutions of critical internal and customer-related service issues.
* Provided significant input in the planning of short and long term performance objectives and confer with management on unique or special projects requirements.
* Supported and assisted the Contract Administrator (CA), Administrative Contracting Officer (ACO), LOGCAP Support Officer (LSO), and other functions in resolution of Statement of Work matters.

**3. Confidential**

**Administrative Assistant**

**Duration: October 2007 to September 2008**

**Role and Responsibilities**

* Handling all Materials transactions into MAXIMO-STEAM (Issue and Transfer)
* For materials control doing monthly, weekly and daily materials inventories.
* Create material requisitions or purchasing order.
* Manage storeroom with bin locations and maintain housekeeping
* Used MSDS data sheet with hazardous materials and chemicals
* Coordinate the activities of Document Control, including distribution and auditing controlled documents, maintenance of electronic department directories, tracking and reporting on document review progress Work independently to facilitate group activities
* Contractual close out of task orders for LOGCAP III.
* Interfacing with document control in cohesive procurement action log (PAL).
* Handling SAP operations.
* Collaborating with A&F and Materials to ascertain that all pertinent information is in sync with reference to internal records/database.
* Trained by KBR for contractual close out of task orders.

**4. Confidential**

**Administrative Assistant**

**Duration: February 2007 to September 2007**

**Role and Responsibilities**

* Secretarial and Administrative Duties.
* Supply manpower for any work in Construction Sector like Labor etc.
* Typing Memos and all Sorts of Correspondences.
* Arranging Official Meetings and Delegations.
* Coordinate with other Departments to receive and reply information as required take care of company emails distributions through network system.
* Attending Telephone calls received and sending mails via Internet or Fax.
* Attendance and Salary Sheet Prepare.
* And all another works of Official related.

**5. Confidential**

**Administrative Assistant**

**Duration: April 2006 to February 2007**

**Role and Responsibilities**

* Prepare Inquires for Shipment and taking Quotation from shipping companies.
* Arranging all of Official Documents.
* Typing Memos and all Sorts of Correspondences.
* Arranging Official Meetings and Delegations.
* Coordinate with other Departments to receive and reply information as required take care of company emails distributions through network system.
* Attending Telephone calls received and sending mails via Internet or Fax.
* Preparation of Purchase & Sales Bill.

#### Educational Qualification

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| --- | --- | --- | --- |
| Education | Board/University | Grade | Year of Passing |
| S.S.C. | Rajasthan Education Board - Jaipur, India | IInd Class | 1996 |
| H.S.C | Rajasthan Education Board - Jaipur, India | Ist  Class | 1998 |
| GRADUATION (B.A.) | M.L. Sukhaida University – Udaipur, India | IInd Class | 2002 |

**Technical Qualification:**

* Diploma in Computer Management (ACCP) from APTECH Computer Education – Udaipur, India
* Basic Course in Computer Hardware and Networking, from INFRA Computer Education – Ahmadabad, India
* Having Indian Government Valid Driving License.

**Passport Details**

**Date of Issue :** June 10, 2013

**Date of Expiry :** June 09, 2023

**Issue Place :** Jodhpur, Rajasthan

**Expected Salary : AED 5000 to 10000**

**Personal Details**

**Date of Birth :** 4th May 1980

**Gender :** Male

**Marital Status :** Married

**Language Known :** English, Hindi, Arabic and Gujarati

**Nationality :** Indian

**Strengths :** Hardworking, Emphatically, Quick Lerner and Strong Determination Power.