## Naganatha

## Email: naganatha.354868@2freemail.com

**Career Objective**

###### As for to seek a career in the field of Administration/Operations, facility management, store/warehouse management & Document Controller, where I can get an opportunity to be actively involved in managing people, facilities and contributing my knowledge, skills and competencies towards the success of the organization.

**Professional Experience**

###### Worked with “SHRI RENUGA TEXTILES LIMITED,” an ISO 9001-2008 certified company as Hr & Administration Executive from July 2010 to June 2012 then am promoted as Hr & Administration Manager July 2012- May 2013,

* Reviewed and confirmed that all final paid hours corresponded with timesheets and state laws.
* Captured key feedback from employees during exit interviews.
* Coordinated and conducted new hire pre-interviews.
* Addressed and resolved general payroll-related inquires.
* Supported human resources staff with new hire orientations and monthly departmental meetings.
* Gathered personnel records from all employees from each department.
* Evaluated timecards for accuracy on the regular and overtime hours.
* Maintained computer and physical filing systems.
* Recruited and hired qualified candidates for vacant and new positions.
* Admin the overall unit with sub ordinates, Managing the facilities, transport dept, and Security.
* Overall in-charge of the division looking after all HR related activities like - Induction - On-boarding of new employee, Performance Management, Employee Retention, Training & Development,HR interviews, Compensation benefits, Exit formalities.
* Guide the team/colleagues to achieve the smooth working atmosphere.

###### Worked as Area Sales Administration Executive, with Biostadt India Ltd, from Sep 2013 to Aug -2014.

* Supervised a sales force & sales associates.
* Attended sales training camp and brought best practices leadership back to the company.
* Preparing the future requirements and volume of Products to update the regional office and Forwarding agents.
* Meet the dealers and Distributers with my sub – ordinates to deliver them the better Business.
* Let the c & f on time to deliver the orders what we received from our distributors.
* Coordinates the sales operations and managing the complaints relate with the Products.
* Managing the field employers and allocate them the area, call sheets.
* Document management using system to keep the agreements and payment terms and policies of company between the company and distributors.
* Follow payments from the dealers and distributors by Phone and by person.
* Keep on tracking the goods to deliver on time.
* Keep in touch with the area field staffs to know the current requirements of our products and contact the distributor’s to close the sales.

###### Working as Commercial Operations Coordinator Cum warehouse manager, with Al Hasanat for general trading and food import and Supplies, Food production Co Ltd, Iraq, From Feb 2015 to Present.

* Established operational objectives and work plans and delegated assignments to subordinates.
* Led warehouse improvement initiatives to advance operational efficiency.
* Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.
* Communicated all emergencies, delays due to weather and carrier schedule changes to customers and supervisors.
* Maintained accurate stock records and schedules.
* Picked up incoming stock and delivered materials to designated locations.
* Managing the operations related with the distribution and supply chain.
* To provide the necessary documents to the storage department to download and distribute the goods on timely manner.
* Maintain the contracts documents between us and Our Clients.
* Receiving original legalized documents from Suppliers on time and imaging that to save electronically and take hard copies for filling.
* Maintaining all relevant documents and provides the required docs and information’s to the procurement dept., and also to our business clients.
* Overall in-charge of the Operations in the Storage and Plant.
* Checking dispatch documents are accurate.
* Timely produce the documents by electronically to meet the legal requirements in the border.
* Coordinates the staffs from abroad by communicating them on timely manner.
* Maintain all legal transportation documents and provide the required papers to them on time.
* Maintaining the Privacy and secrets relates with the Business documents and understand those who required which documents and information.

**EDUCATIONAL QUALIFICATIONS**

###### HSC (higher Secondary) – March 2005

 State Board Tamilnadu,

###### BBA, (2005 – 2008)

Manonmaniam Sundaranar University – Tirunelveli.

###### MBA, (2008 – 2010)

Anna University – Tirunelveli.

**Computer Proficiency**

* **Operating system** - Windows XP/7/8/8.1/10
* **Software’s Known to Operate -** MS-Office (Word, PowerPoint, Excel,) Outlook, Business related ERP’s Software, FoxPro Billing and accounting software, SAP (Had The basics and I can run)

**Personal Details**

###### Date of Birth : 03- Mar – 1988

###### Marital status : Married.

###### Language’s known : English, Tamil, Hindi, Malayalam, and Arabic.

###### Present Address : Al Basra Iraq,

**Declaration**

###### I hereby declare that all the information provided above all is true and correct to the best of my knowledge and belief. If I am given a chance to serve in your esteemed organization, I assure you that, I will discharge my duties to the Entire satisfaction of my superiors.

###### Yours Truly

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