**VARUNA KUMARA**

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Visa Status: Please Provide

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Best time to call: 10:00 - 22:00 Hrs IST

Personal Details

Gender: MALE

Nationality: India

Marital Status: Single

Date of Birth: 28 May 1984

***Seeking a suitable position in Supply Chain Management to utilize skills & abilities to leverage industry related expertise to accomplish personal as well as organizational goals***

**SUMMARY**

* Expertise in managing the buying and delivery process of goods or services on behalf of your company, or a specific client or clients
* Skilled in negotiating rates with carriers ensuring the best possible rates in line with the company’s buying policy. Extremely
* More than **6 years** experience in the field of multiple works in **INDIA and ABROAD**
* Competent professional with **4+ years of relevant experience** in **Logistics/Warehousing Field**
* Proficient in coordinating all inbound and outbound traffic, maximizing cost-effectiveness and tracking all consignments
* A strategic planner with experience in conducting & coordinating project activities, resource management, tender evaluation and contract management with a flair for adapting to modern methodologies.
* Expertise in supervising Supplier Quality, Procurement Quality, Supplier Evaluation, Auditing and Reporting
* An effective communicator with exceptional negotiation skills and ability to relate to people at all levels of business
* Creative, dedicated, Hardworking, energetic, well-organized and positive attitude.
* Demonstrated excellence in working at **MS Windows, MS Office, and Tally**
* Willingness and ability to **quickly adapt to new environments** and learn new technologies

**EDUCATION**

* Master of Business Administration (Supply chain ) in Venkateswara open university in 2016
* Graduation fromPompei college Aikala (Mangalore university ) in the year of 2005

**GLOBAL EXPOSURE**

* Worked in Kuwait and Bahrain

**WORK EXPERIENCE**

**Genco logistics, Baharain Jan, 2013 to oct 2016**

**Supply chain coordinator**   
**Key Responsibilities**

* Monitoring data management to keep accurate product, contract, and invoicing information
* Working closely with suppliers and customers to improve operations and reduce cost
* Ensuring the personal safety and safe working environment of staff
* Communicating needs & objectives to managers & key personnel in procurement, logistics & distribution
* Negotiating contracts to reduce costs and achieve maximum efficiency
* Providing accurate routing information to ensure that delivery times and locations are coordinated
* Accurately calculating total supply chain costs in relation to proposed new projects
* Obtaining quotes for transportation and also making cost comparisons

**Supply chain**

* Extensive knowledge of coordinating all of the entities involved in a supply chain
* Knowledge of managing returns and rejections professionally & promptly with suppliers
* Extensive experience in the strategic planning and transportation of products
* Experience of liaising with forwarders and overseas companies to arrange collections
* Able to negotiating rates with local contractors and also international companies
* Planning of procurement, production, inventory control, logistics and distribution

**KGL Logistics- DLA Distribution Kuwait Jan, 2011 to Jan, 2013**

**Warehouse specialist**   
**Key Responsibilities**

Reporting to: Operation Manager

KRAs:

* Every Transaction will do through **DSS (Distribution Standard System)**
* Excellent problem solving skill in DDS (**Distribution Standard System)**
* Receiving material as per condition of material & NSN (national stock number )
* Stowing material in location as per DSS
* Picking material in racks & bins throw RF gun
* Packing material & shipping out throw DHL , Air plait or container
* Inventory Control, preparing SDR (supply discrepancy report ) &ISDR (Internal Supply discrepancy report )
* Materials control, Assist with Inventory management
* Dispatching & loading container throw DSS
* Ensuring these assignments is completed in a safe, proper and timely manner; the entire assigned tasks should be performed in accordance with the DLA-DK SOP’s Procedure.
* Evaluate the need for outsourcing.
* Deliver improved layouts and operating plans for distribution centers; emphasizing materials flow, staffing and equipment.
* Perform analysis and recommend materials handling systems, operations, engineered work standards, and management productivity control systems.
* Design new facilities or redesign existing operations
* Plan and lead the transition from company operated or 3PL operated warehouses to new 3PL operations.
* Assists in the organization of all logistics activities: meetings, conferences etc
* Maintains a strong commitment to the implementation of the Safety
* Program, values and ethics

**SERCO (LG electronics India) Feb 2007 to Nov 2011**

**Admin Assistant**

* Make phone calls to customers and transform it to the right person or cabin
* Type and distribute messages in the company as per instructions
* Greet clients and guests and direct them to the respective staff member
* Receive and make courier
* Sort incoming mails, letters and hand-deliver it to the concerned person
* Fax, scan and photocopy official documents
* Maintain and enter daily activities in the register
* Keep track of petty office expenses
* Negotiate with vendors for purchasing office stationery and equipments
* Maintain filing and storing system for official documents
* Retrieve and submit information to managers when requested
* Draft memos and get it approved from the management before displaying it on the notice board
* Make and coordinate official meetings
* Provide support in organizing official events
* Maintain and get the office equipment serviced from technicians
* Maintenance of office library, including cataloging, distribution, and record keeping

**Agari Enterprises INDIA July 2006 to Dec 2006**

**Accounts Assistant**

* Preparation of accounts. Maintaining the records of invoices and creditors' expenses, which are the assets of the organization
* Daily and monthly auditing of flow of cash in the organization
* Supervise over the invoice and accounts pertaining to the company in an accurate manner
* Reconciliation of the work on time with accuracy. Assist the head accountant in maintaining the budgets
* Has to look over the funds, budgeting, managing ledgers, and other processing expenses involved on weekly and monthly basis. Administer and monitor the production costs
* Manage calculations and input codes in to the system in an approved manner from the organization
* Assist the head accountant in preparation of VAT returns in support of the business in the organization
* They are responsible to manage the accounts payable, purchase orders, payroll calculation and other disbursements of cash in the interest of the organization

**Trainings Attended**

* DSS  (Distribution Standard System)
* MHE Safety Training
* Hazmat Spill Kit
* First Aid & CPR
* Eye wash Station
* Security awareness
* PPP&M (Preservation Packing packaging & Marking)

**SKILL SET**

|  |  |
| --- | --- |
| * Data management | * Contract Management |
| * DSS (Distribution Standard System) | * Purchase Operations |
| * MHE Safety Training | * Supply Chain Management |
| * Hazmat Spill Kit | * Material Management |
| * First Aid & CPR | * Strategy Planning |
| * Eye wash Station | * Relationship Management |
| * Security awareness | * Vendor Development & Management |
| * PPP&M (Preservation Packing packaging & Marking | * Logistics People Management |

**AVAILABILITY**

* Planning to relocate immediately

**LANGUAGE SKILLS**

* Proficient in English

***References Available On Request***