**JESS**

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[Jess.378958@2freemail.com](mailto:Jess.378958@2freemail.com)

To be employed in a highly progressive organization, in a challenging position where my acquired skills can be optimally utilized for the benefit of the firm and to grow along with the Organization as well.

**KEY KNOWLEDGE AREAS & EXPERTISE**

* Excellent knowledge in shipping & Logistics, Freight forwarding.
* Excellent Knowledge in Tally
* Having good knowledge in export and import procedures.
* Well versed with computer software packages
* Having excellent knowledge in ***SAP***
* Excellent knowledge in commercial geography.
* Having good sales skills.
* Self-Motivated, Dedicated, hardworking and result oriented.
* Sociable, pleasing mannered and having good sense of responsibility.
* Having good communication and correspondence skills.
* Good knowledge in M.S office

**SAP MM tcodes (Transaction Codes) (Materials Management)**



MIGO - Goods Movement

MB1B - Transfer Posting

MB51 - Material Doc.

MB1A - Goods Withdrawal

MB1C - Other Goods Receipts

MB5B - Stocks for Posting Date

MB52 - List of Warehouse Stocks on Hand

ME21N - Create Purchase Order

ME22N - Change Purchase Order

ME23N - Display Purchase Order

ME51N - Create Purchase Requisition

ME21 - Create Purchase Order

ME22 - Change Purchase Order

MIGO - Goods Movement

ME21N - Create Purchase Order

ME22N - Change Purchase Order

ME23N - Display Purchase Order

MB52 - List of Warehouse Stocks on Hand

**Production Planning for Process Industries tcodes**

COR1 - Create Process Order

C223 - Maintain Production Versions

COR2 - Change Process Order

[COR3](http://www.tcodesearch.com/sap-tcodes/detail?id=COR3) - Display Process Order

## PROJECT STUDY

Underwent project assignment on following topics: Terminal Operations conducted by DP World, CFS operations, visits to Export Promotion Councils such as Spices Board, Tea Board, Coir Board, MPEDA and Cashew Export Promotion Council to study about each commodity and its export potentials. Visiting and discussing with major carriers to study about the present market situations of Global linerbusiness.

## WORK EXPERIENCE

* + As part of PGDM course have been attending practical classes for preparation of various documents related with International Business viz. Shipping Bill, Bill of Entry, Bill of Lading, Commercial Invoice, Packing List, IGM, EGM, COO, GR form, AR Form,etc.
  + As part of education with, underwent business project with ICTT Vallarpadam, Reefco Container Terminal and Opel Asia, thus acquired exposure in shipping related business activities. Custom House Agency and various Cargo Inspectionagencies
    - 2 year work experience in Olam Agro India Private Limited (Formerly known as Hemarus Industries Limited) from January 2016 till January 2018. During the initial days, I had undergone a 3 months of tough training in which I was posted as store assistant in one the branch in India. After training I worked in Cochin office as the head of warehouse unit. Then 6 months after I was promoted as PPIC (production planning inventory controller) for oneyear.
    - Worked as sales officer in TVS RENAULT Muvattupuzha, Kerala for 6months

**JobDescription**

* + The ability and desire to sell.
  + Strong commercial awareness.
  + Resilience and the ability to cope with rejection.
  + The ability to work both independently and as part of a team
  + Ability to deals with uncertainties.
  + Maintaining and developing relationship with existing customers.

**RESPONSIBILITIES AND DUTIES**

**As Store Assistant And Warehouse Head**

1. . Assist shipping and receiving unloading trucks and checking in merchandise
2. .Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
3. .Sort and place materials or items on racks, shelves or in bins according to organizational standards
4. .collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory

***As PPCI Officer (Production Planning Inventory Controller)***

1. Make a production plan based Sales Marketing plan
2. Material procurement plans based on plans and stock conditions by calculating the production material requirements according to the ideal standard stock (there are minimum and maximum limits that must be available)
3. Monitor all inventory for the production process, stock in the warehouse or imported so that the implementation of market entry process and continue to run smoothly and in balance
4. Processing and analyzing data about the plan and realization of production and sales and inventory data

**ACADEMIC CREDENTIALS:**

|  |  |
| --- | --- |
| **Course** | **University** |
| Post-Graduation in Shipping &Logistics | AM&MA,Kerala – BSS DELHI |
| Graduation – B com | MG university, Kottayam |

**PERSONOL PROFILE**

Dateofbirth :23/10/1992

Gender : Male

Material status : Single

Languagesknown :English,Hindi,Malayalam,Tamil Nationality :India

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.