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| G:\ \26 -07-2017  -02.jpg  Aneesh  ***Contact Information***  ***Current Contact***  [anees.379678@2freemail.com](mailto:anees.379678@2freemail.com)  ***Personal Information***  Age : 27 years  Date of Birth : 03-08-1990  Nationality : Indian  Marriage status : Single  Gender : Male  ***Passport Details***  Date of issue- : 02-12-2014  Date of Expiry : 01-12-2024 | Objective:  A dedicated MBA Logistics and supply chain management with 2+ Year of experience in supply chain and purchasing. Intended to build a career with committed and dedicated people, who will utilize my professional skills at its best and a big opportunity for advancement and to continuously improve my skills in challenging and creating environment.  Availability of Candidate in UAE:  Will be available in UAE from 16th March 2018 to 15th June 2018 on Visit Visa.  Work Experience Summary     1. **Company : DHL supply chain India Pvt. Ltd, Trivandrum**   **Period : Dec 2015 to Feb 2017**  **Designation : Operation Supervisor**  **Major Responsibilities:**   * Coordinating customer shipment plans with warehouse activities * Planning transporting agents and collection of acknowledge document. * Export and domestic shipment documents preparation. * LR, loading slip, gate pass, inbound and outbound register verification. * Monthly cycle count preparation. * Support the planning teams to fulfill the customer expectations and smooth operations. * Coordinating internal and external teams. * Dispatch order collection and arranging ground operations * Coordinating with vendors, invoice preparation, dock door management. * Keeping inventory records in soft and hard form. * Problem solving , identifications and escalation of significant issues |

**CURRICULUM VITAE**

**2) Company : Hotel Excalibur, India (Kottayam)**

**Period : Oct 2014 to Nov 2015**

**Designation : Assistant Purchase Manager**

**Major Responsibilities:**

* Keeping inventory records in soft and hard form
* Receives market list from the Executive Chef on a daily basis and arranges for delivery of those items daily
* Prepare purchase order
* Arrange the goods on right time.
* Verify the quantity and quality of the goods.
* Ensures & verifies that quotations are regularly updated and supplier’s new current price lists are maintained
* Preparing inventory audits to determine inventory levels and needs
* Verify the pending orders report on a daily basis, and all pending orders are checked and verified regularly.
* On a daily basis prepare list of to be cancelled orders and sent to accounts for deletion, with appropriate reasons
* Weekly cycle count preparation.
* Issues regularly slow moving item lists
* Ensures validity of items available
* Communicate manager/supervisor of low stock levels in a timely manner
* Determining quantity and timing of deliveries
* Maintain records of goods ordered, received and delivered
* Ensure and verify expiry dates of products and follow FIFO methods.
* Verify the invoices and send to accounts department

Educational Qualification:

* Completed (2014) **MBA Logistics and Supply chain management (University of Mysore)** from Krupanidhi School of management Bangalore, Karnataka.
* Completed (2011) BBA (MG University) from ST. Thomas College Ranni, Kerala.
* Completed (2008) PLUS TWO (Humanities with computer) under St. Teresa’s H.S.S Vazhapally, Kerala.
* Completed Diploma in Computerized Professional Accounting from Jawaharlal Nehru education and charitable foundation

Software Skills

* Certified as SAP certified application associated-**SAP business one 8.8**
* Exposure in **Tally ERP 9 and Peachtree** (A course done on JAN2012 to MAR 2012).
* MS Word, MS Excel (financial functions and formulas), Operating of Windows vista, Windows 7& Windows 8.

Key Attributes

* Known English, Tamil and Malayalam Languages.
* Confident attitude
* Ability to work in a team by playing a leader who motivates fellow members and be a team member working towards the common goal of the team with passion, simultaneously.
* I can work both on a team, and work alone.
* Flexible Team Player.

Declaration

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