

CURRICULUM VITAE

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CAREER OBJECTIVE

To put my skills to the maximum use to contribute to the growth of the company and thus enhancing my professional growth.

SUMMARY OF SKILLS & EXPERIENCE (SYNOPSIS)

A competent administrator with rich experience in the areas of: -

- | | |
|----------------------------------------|-----------------------------------------|
| * Purchase & Logistics Management | * Warehouse & Inventory Management |
| * Contract Management | * Customer Service & MIS Management |
| * Budgeting & Cost control initiatives | * Strategic Planning & Public Relations |
| * Operation Execution | * Property & Facilities Management |
- Adept at people management, maintaining healthy employee relations with management principles & creating an amicable & transparent environment.
 - Extensive experience in maintaining administrative activities such as Procurement, Logistics, Warehouse, Facilities planning, Transport, Asset & Material management.
 - Proven track record of spearheading process improvements, cost optimization and control initiatives during the career span.
 - Proficient at Performance Management, Policy formulation, Systems Implementation.
 - Setting aggressive saving targets for procurement department and monitor performance to ensure control of cost.
 - Establish & Monitor the Min. & Max. Stock level for main consumables materials in the store to ensure availability of items all time.
 - Establish smooth logistics operations for timely delivery of materials by developing strong network with transporters for logistics services and maintaining agreements with transporters, freight forwarders, shipping agents and customs clearance agents.

CAREER PROGRESSION

OVERSEAS EXPERIENCE (GCC)→ (10 + Years)

- ⊕ Worked as Senior Procurement Executive in Gulf Fencing Est.W.L.L. (Ministry Jobs)- **Bahrain**
- ⊕ Worked as a Senior Logistic Officer in Bahrain Pipes B.S.C (c)(Haji Hassan Group) - **Bahrain**
- ⊕ Worked as a Warehouse Administrator in Dubai Dry docks World (Dubai Government)- **Dubai**

DOMESTIC EXPERIENCE → (7 Years)

- ◆ Worked as an Ware house supervisor in Asian Paints India Limited - **India**
- ◆ Worked as an Housekeeping supervisor in five star hotel The Residency - **India**






My experience will be suitable for the following designations –

Senior **Procurement** Executive / Officer / Supervisor / Buyer, Assistant Manager Procurement, **Logistics** Executive / Officer / Supervisor, **Warehouse** In charge, Supply chain executive, etc..





WORK EXPERIENCE - CURRENT

Company Name & Designation	Responsibilities	Location
  (Senior Procurement Executive) (From Feb 2016)	Establish global sourcing initiative & develop strategic alliance with local and international vendors. Scout for worldwide price competitive materials sourcing through supply chain management. Review purchase requisitions, price negotiation with vendors, strategic buying. Arranging freight forwarders for cargo transits. Replenishment Activities, FMFO/FIFO, Inventory control/Planning, Material Management, etc...! Budget development, Contract arrangements, Distribution management, Market analysis.	 Bahrain

PREVIOUS ASSIGNMENTS - OVERSEAS

Company Name & Designation	Responsibilities	Location
  (Senior Purchase officer) (Feb 10 - Dec 15)	Controlling the Men & Materials, Maintaining Inventory and Cost - Effectively handling all imports & exports Etc.. Review and negotiate pricing with logistics providers to improve profitability. Maintain and review records of items purchased, delivered and shipped. Ensure that slow moving and non-moving items are taken care. Manage all functions in Purchase Department, Performing Inventory activities.	 Bahrain
 Dry docks World - Dubai (Ware House Administrator) (Dec 05- Dec 08)	Managing all processes and functions within a busy warehouse & Managing a team of up to 35 employees within the warehouse. Maintaining high standards of materials handling. Coordinating racking and storing.	 Dubai

PREVIOUS ASSIGNMENTS – DOMESTIC (INDIA)

 Asian Paints India limited (Ware House Admin Officer)	Complete in charge of both inwards & outwards of paint materials. Supervised the customer service delivery cycle, Logistics, FMFO, Replenishment activities.	Apr 02 to Nov 05	 India
 Five Star Hotel The Residency (House Keeping Supervisor)	Supervised activities in housekeeping operations, Directing manpower, Scheduling duties, Attending guest complaints, etc...	May 98 to Aug01	 India

EDUCATIONAL QUALIFICATIONS

Name of the course	Institution	Year of Passing
M.A Public Administration	Annamalai University	2004
Diploma In Human Resources Development	National Institute Of Labour Education & Mgmt	2003
Advance Diploma In Computer Applications	Indian Computer Academy	2002
Diploma In Electrical & Electronics Eng.	Sankara Institute Of Technology	1998

COMPUTER PROFICIENCY

- ✿ MS Office – Advanced.
- ✿ Working knowledge in SAP (Systems, Applications & Products), Mariner Application.
- ✿ Having complete knowledge of installing a PC, Some of the trouble shooting methods.
- ✿ Capable to work in any software applications with fewer training.

PERSONAL DOSSIER

Father's Name : Mr.R.Anbazhagan
 Date of Birth : 07/05/ 1980
 Marital Status : Married & blessed with one male child
 Interests & Hobbies : Dance, Traveling & Photography
 Passport Number : Z1775997

A.Arun Sathya