

# Sajith Kumar Balakrishnan

## Senior Level Contract Logistics

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### CAREER OBJECTIVES

Seeking a position in a progressive organization that offers challenging opportunity with potential for advancement, where my skills in Warehousing and Logistics as be utilized effectively in achieving the organization mission.

### CAREER TIMELINE - 22 years of service (17 years in Logistics)

Period	Company	Position
Since Nov 2007	Agility Bahrain BSC ©	Asst manager Contract Logistics
Feb 2006 - Oct 2007	Agility Logistics Jeddah KSA	Operations Supervisor
June 2003 -Feb 2006	Agility Logistics , Kuwait	Operation Supervisor
Aug 1998 - June 2003	Premier Instruments & Controls ,India	Technical Assistant

### Skill Sets

- Planning & Timely Execution
- Operations Excellence in Warehouse Activities
- Acquired skills in traditional & modern way of Floor Management
- Commitment & Adherence to QHSE Standards
- Excellence in handling Customer Audits
- Resource Management & Team Motivation
- Warehouse cost & Budget Management

### EDUCATIONS BACKGROUND

- Diploma in Electrical and Electronics Engineering (DEEE)
  - 3 Year course with Tamilnadu Institute of Technical Education, Chennai, India
- Undergoing Master of Logistics Management (MLM) with ICFAI University ,India

### IT & APPLICATIONS SKILLS

- Warehouse Management Systems - Infor 10X, Exceed
- Windows, MS office & Internet Applications.

As **Assistant. Manager Contract Logistics** since Nov”2007

**Job roles & responsibilities handled**

- Resource planning, Effective Productivity measures in operations and producing continuous results.
- High profile Customers account handled includes Arla Foods, Mondelez Biscuits, Kraft Foods, British American Tobacco, Reckitt Benckiser, Al-Shaya, Bahrain defense Force Hospital, Navy (NEX) and other FMCG clients.
- Ensure client satisfaction vide cost effective resource planning. Asset management, team integration, staff motivation & development. Ensures client requirements are met in line with contractual obligations
- Macro level administration of Warehouses. Reviews root cause analysis and corrective, preventive action for accident reports and pending recurring issues.
- Reviews the processes periodically, effects changes and recommends revisions to IMS. Reviews reports and audits facilities regularly to ensure Safety, Health, Sanitation, and Security & Environmental Integrity guidelines are met as per IMS Manual.
- Reviews asset management and resource utilization and effects measures in coordination with the Shift Supervisors for cost effectiveness.
- Reviews regular reports provided by line staff, verify data randomly, comply as per summary requirement of line manager, in required time. Motivates & guides shift supervisors, particularly at weekly meetings, to ensure set targets are met, specific project plan implementation and administrative issues are concluded.
- Escalates technological applications requirements and constraints to the Projects Manager.
- Advance planning for surge containment situations. Provides minutes of meetings & briefings to shift supervisors.
- Evaluates the performance of immediate line staff quarterly. Keeps abreast of productivity enhancement measures elsewhere for effecting best practices.
- Monitors Insurance claims, Recurring health issues, Pest management and Sanitation control mechanisms periodically.
- Responsible for warehouse resource mobilization for shifting,
- Coordinates with IT on implementation, Inventory Control Manager and Operations Manager for new / different systems implementation. Meeting the Planning Officer regularly for optimum resource allocation.
- Considers personnel developmental needs, prioritizes training needs, and reviews MHE functionality and facility structural situation in coordination with the Shift Supervisors.

- Interacts with HR for recruitment and pending housing, accommodation and payroll issues. Sanctions leave, issues violations and takes disciplinary actions on the recommendations of the Shift Supervisors. Interacts with HR for recruitment and pending housing, accommodation and payroll issues.
- Provides weekly KPI's in summarized and entire versions to the Project Manager. Coordinates with QC for matters escalated by them and promptly resolves issues

**Agility Logistics, KSA Jeddah**   
 As **Operations Supervisor** from Feb 2006 till Oct 2007

**Job Responsibilities:**

- Ensures operations are conducted as per the SOP's and the IMS Procedures in place and reports on any deviations with suggestions, if any, to the Warehouse Manager. Monitoring and control of incoming shipments with simultaneous cross verification of documents.
- Promotes safety and ensures preventive maintenance is undertaken on the MHE's and the infrastructure is utilized optimally.
- Supervises loading and offloading of shipments and delegates housekeeping tasks regularly for optimum space utilization and maintains an orderly work area
- Coordinates and supports the Warehouse Manager in administrative tasks related to his shift.
- Provides adequate Root Cause Analysis and Root Cause Analysis for Inspection Reports raised by the QC Team and reports accidents / incidents and follows up on quotes required for submitting insurance claims.
- Preparation of management information reports on a daily basis.
- Communicate and interact with client representatives on a daily basis and scheduling of incoming and outgoing shipments.

**Agility Logistics, Kuwait**   
 As **Team Leader** from June 2003 till Feb 2006

**Job Responsibilities:**

- Job roles includes leading the team in Central Medical Stores, Ministry of Health Kuwait (MOH). With receiving medicines, chemicals, testing kits, disposables, reagents & bio medical equipment from all over the world and distribute them to all ministry hospitals, clinics pharmaceuticals inside Kuwait.
- Reviews and assigns the delegated tasks for the day, received by the Shift Supervisor onto the line staff.
- Reverts with suggestions, on any probable clashes and evinced constraints in schedule to the Shift Supervisor.
- Interacts with the drivers, should further verification of their credentials and the shipment, be required.
- Ensures operations are conducted as per the SOP's and the IMS Procedures in place and reports on any deviations with suggestions, if any, to the Shift Supervisor.
- Guides and motivates the personnel under his control for performance enhancement
- Coordinates with the Stock Control and Quality controllers Team for resolving
- Non-conformities, discrepancies and quality issues.

**Premier Instruments & Controls Pvt Limited, Coimbatore, Tamilnadu, India. [PRICOL] MNC.**

As **Technical Assistant** Production, Service Electronics & Quality Controls Engineering\_From August 1998 to June 2003

**Company Profile:** Manufactures of Automotive Instruments, All types of Sensors, Oil Pumps, Speedo Cables, Speedo Clusters, Switches, Warning Lamps, and Defense Products like Panels, Fuses and Pressure Gauges & Disc Brakes with ISO 9001 & QS 9000 certification.

**Job Description:**

- Production & Calibration of Auto PCB's .Trouble shooting in Auto products & external products.
- Identifying the KAIZENS (Continuous Improvement) and completing by the coordination with the help of team members.
- Calculating the Overall Equipment Effectiveness on daily basis and taking action to bring up this.
- Maintenance of tools, machineries and their records of non-confirming components / products and implementing corrective actions for that.
- Monitoring Operator's efficiency on the hourly basis by Renuma Controls.



**Personal Dossier**

Nationality	Indian
Date of Birth	11 <sup>th</sup> December 1977
Visa	Resident transferable
Passport Details	PP# J4379878, valid till 7 <sup>th</sup> Feb 2021, Issued in Coimbatore, India
Valid License	LMRV issued in Bahrain
Marital Status & dependent	Married, 2 (Wife & Son)
Languages Known	English, Tamil , Malayalam (Read & Write) Hindi & Arabic (Spoken)
Permanent Address	56, Sriram Nagar, PRNPalayam, Coimbatore, TN, India