

## CURRICULUM VITAE

### **Rajesh Jerome**

Panath House, Valluvally, Kottuvally,  
Koonamavu, Ernakulam Dist. 683518

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#### **OBJECTIVE:**

To put my skill, knowledge and ability in the growth of the organization through my work experiences. Ability to build confidence and self-esteem. Has good interpersonal communication and linguistic skills. Open to explore any opportunity.

#### **SCOPE OF WORK:**

Engaged in various activity of Procurement departmeniz; Procurement, Logistic, Local Purchase, Costing, Stock & Store in-charge, System Administration, Quality Assurance, etc.

#### **PRESENT WORK ACTIVITY:**

**Logistics Supervisor, 2012 to Present**  
**Galaxy International Pvt. Ltd., Pune, India.**

- Advises Project Management group about correct shipping materials and required documentation and coordinates special arrangements with couriers.
- Conducts research by collating relevant data from Project Management on contents, site lists during the protocol design process then calculates shipping quantities over the expected life of the study.
- Oversees preparation of commercial invoices, letters of instruction and letters to other organizations and agencies involved in the successful transportation of packages including airport police.
- Ensures that all specimens will be delivered in compliance with each country's regulations and the courier's specifications.
- Manages all courier systems to prepare package address labels, invoices and other required documentation correctly, professionally within the prescribed timeline.

TOTAL EXPERIENCE: 15 YEARS PLUS		
<b>Career Growth:</b>	<b>In Kingdom of Bahrain</b>	
	January 2007 to 2011	- Intl' Procurement/ Logistics Manager
	<b>In Kingdom of Saudi Arabia</b>	
	August 2000 to October 2006	- Procurement & Shipping Executive
	<b>In India</b>	
	July 1996 to June 2000	- Import Export Executive
	November 1995 to July 1996	-

<b>Academic Qualification</b>	Pursued and completed Bachelor's Degree of Commerce, from Mumbai University in 1997 - (Financial Accounting & Auditing)
<b>Professional Qualification</b>	<p>Proficient with various logistics software: ePROMIS, LogiNextMile and Excalibur WMS.</p> <p><b>Higher Diploma In Information Systems Management</b> From <b>Aptech</b> Computer Education, Mumbai.</p>

Kingdom of Bahrain Total Experience : 4 Years	
<b>Organization</b>	Worked with <b>Bukamal Co.</b> , one of the leading trading company which is having accreditations of ISO9001-2000, TRACE, D&B & STEPS with modern amenities & professional staffs
<b>Period</b>	From <b>January 2007 till 2011</b>
<b>Designation</b>	International Procurement Specialist
<b>Job Assignment &amp; Responsibility</b>	<ul style="list-style-type: none"> <li>• Maintained all shipping machines, address databases and regularly kept information and programs updated.</li> <li>• Coordinated with courier's IT department to ensure all system upgrades are implemented without compromising the conduct of business.</li> <li>• Implemented Quality Control procedures prior to shipping to make sure they are processed and transported according to specifications and without delay.</li> <li>• Monitored inventory level requirements diligently and worked to ensure a minimum stock level for all materials are maintained.</li> <li>• Trained and oriented new personnel in the proper operation of all courier systems.</li> </ul>

	<ul style="list-style-type: none"> <li>• Getting Purchase order approved and placing of Orders.</li> <li>• Expediting delivery of materials and liaison with suppliers.</li> <li>• Identify the fast moving items in co-ordination with projects.</li> <li>• Analyze the consumption pattern and arrive quantities.</li> <li>• Arrange purchases based on the agreement rates for the approved Material requisitions.</li> <li>• Liaison with clearing agents, customs and transporters for delivery of all cargos.</li> <li>• Cost Analyzing.</li> <li>• Liaison with accounts for payables.</li> </ul>
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<b>Kingdom of Saudi Arabia Total Experience : 6 Years</b>	
<b>Organization</b>	<b>Saudi (Overseas) Marketing &amp; Trading CO.</b>
<b>Period</b>	From August 2000 to October 2006
<b>Designation</b>	Procurement & Shipping Executive.
<b>Job Assignment &amp; Responsibility</b>	<ul style="list-style-type: none"> <li>• Managing to supplier's performance to meet or exceed Company's' Quality, Cost and delivery requirements</li> <li>• To find out new sources to suitable suppliers and vendors of materials, equipment or supplies while re-evaluating current supplier database.</li> <li>• Prepare monthly finished and unfinished goods report.</li> <li>• Established network &amp; collaborate with shipping dealer.</li> <li>• Supplier evaluation and selection.</li> <li>• Negotiation and preparation of contracts for a variety of commodities.</li> <li>• Ensure continuity of work flow and to co-ordinate with accounts and other internal departments in line with the current procedures.</li> <li>• To have co-ordination with the transport and shipping companies and Insurance company for arranging import and export of the Consignment.</li> <li>• Open Letter of Credit (L/C) in favor of the supplier with appropriate clauses.</li> </ul>

<b>India Total Experience : 5 Years</b>	
<b>Organization</b>	<b>Tata AutoPlastic Systems Pvt. Ltd, A TATA Group of Co.</b>
<b>Period</b>	From July 1996 to June 2000
<b>Designation</b>	Import / Export Executive

<b>Job Assignment &amp; Responsibility</b>	<ul style="list-style-type: none"> <li>• Work towards the company goal i.e “One Aim One Team”. Team leader for all the Head of Departments.</li> <li>• Setting sales target and achieve the half yearly and yearly target since 1997.</li> <li>• Ability to handle special tasks assigned by immediate boss.</li> <li>• Monitoring cash flow of the company.</li> <li>• Handle project development such as liasing with government departments for submission of various types of plans for development.</li> </ul>
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<b>Organization</b>	<b>IEC Air Tools Pvt. Ltd.. IEC Group</b>
<b>Period</b>	From November 1995 to July 1996
<b>Designation</b>	Steno-Secretary
<b>Job Assignment &amp; Responsibility</b>	<ul style="list-style-type: none"> <li>• Maintains calendars, schedules and co-ordinates appointments, receives calls and/ or greets visitors, takes and relays messages, responds to requests for information.</li> <li>• Prepares routine correspondence on own initiative and ensures that all correspondence and reports are processed in a timely manner</li> <li>• Plan and organize work requiring in-depth understanding, its strategic direction and ability to integrate the work and complete it within the time frame.</li> <li>• Maintains files or record keeping systems.</li> <li>• Self drafting of letters and transcribing on PC accurately.</li> <li>• Arranging international/ national travels, hotel stay, etc.</li> <li>• Co-ordinating with the foreign delegates, different personnels &amp; officers related to the shipping industries on technical as well as commercial aspects</li> </ul>

#### PERSONAL INFORMATION

**Name** : Rajesh Jerome  
**Permanent Address** : Panath House, Koonamavu, Ernakulam 683518  
**Date of Birth** : 26<sup>th</sup> October 1974  
**Languages Known** : English, Hindi, Malayalam  
**Marital Status** : Married (One Son)  
**Sex** : Male  
**Passport No.** : **T4684317** (Date of Expiry 12/03/2029)  
**Nationality** : **Indian**  
**Hobbies** : Learning new things, keeping updating our self in News/Technology & Traveling