

IT SKILLS • Well versed with MS Office and Internet Applications and various ERP systems implemented  
B.Com commerce Mumbai, Maharashtra Bombay University  
Mumbai, Maharashtra St. Andrews College  
DIM Business Management IGNOU  
Operations Manager

Operations Manager - Landmark Insurance Brokers Pvt Ltd  
Skill Details

EMPLOYEE RESOURCE GROUP- Experience - 6 months

ENTERPRISE RESOURCE PLANNING- Experience - 6 months

ERP- Experience - 6 months

MS OFFICE- Experience - 6 months

Tally- Experience - 6 months

Company Details  
company - Landmark Insurance Brokers Pvt Ltd

description - Jan 2019 till Date

About the Company

One of India Largest Insurance Brokerage firms with offices across 24 states PAN India and a part of the La

Position: Operations Manager

Leading and overseeing a team of 12 people to ensure that the correct work processes and TAT are followed

• Ensuring all the data entry of customers is correctly done by the customer service • Underwriting

company - Trippereri Travels & Tours

description - Jan 2017 to Mar 2018

About the Company

A Startup Travel Agency company organising local and international Tours.

Operations: Looked after overall Operations and Administrative / Sales functions

company - Vish Hotel Supplies Pvt Ltd

description - Jan 2015 Nov 2016

About the Company

A distributor of hotel supplies to 5 star International hotels Groups in India for hotel amenities from a internat

Position: Operations Manager (Supply Chain Logistics)

Complete Incharge of running the business from Shipping, Imports, warehousing right upto Distribution and

• Overlooking and managing all aspects of the business and implementing procedures for successful ship

• Ensuring that all benefits of government rebates and duty schemes are received and availed by the cus

company - GEA Ecoflex Middle East FZE

description - About the Company

GEA Ecoflex part of the GEA Group Germany is one of the largest suppliers of process technology and com

GEA generates revenues in excess of EUR 5.7 billion annually

## KEY DELIVERABLES

Freight Management: Acquire, develop and enhance relationships for economical & faster modes of freight f

Manage and negotiate the import freight charges with various freight forwarders and Air Lines for Bulk Air sh

Identify possible snag & loopholes for all consignments moving in and out, which may be late for the required

Logistics Management: Managing the logistic functions; negotiating with transporters for cost effective transp

Coordinating with Custom House Agents for ensuring timely clearances and effective transport solutions at r

Interfacing with airlines & shipping lines for transport & conducting negotiations for finalizing freight rates to c

Materials / Inventory Management: Handling the inventory function so as to curtail inventory holding expense  
Managing the disposal of obsolete and retired inventory.

Warehousing & Distributions: Planning and maintaining efficient warehouse operations. Monitoring receipt, in

Purchase / Procurement: Providing support for developing and implementing key procurement strategies for

Vendor / Supplier Development: Providing support for identifying and negotiating with vendors for procuring

## SIGNIFICANT CONTRIBUTIONS

â Successfully managed the overall Operations including: o Receiving stock, Order Dispatch, Warehouse  
o Inventory Control and Global Purchase.  
o Facility in compliance with ISO 9001 -2008 standards.  
o Coordinating and follow up with various factories in Europe, US, Asia for timely delivery of materials o C  
o Maintaining and handling AED 15 million inventories stored at three external warehouses.  
â Holds the credit of serving clients in Power, Marine Oil and Construction industries including SABIC, K  
â Played a key role in streamlining inventory identification and tracking system.  
â Pivotal in introducing systematic analysis of daily discrepancy reports.  
â Generated reports on Standardized receiving, stocking, checking, and housekeeping procedures.  
â Abridged a decrease in inventory discrepancies by developing tracking system.  
â Successful in meeting 24-hour turnaround goal for most of shipments.  
company - Kuehne + Nagel LLC  
description - About the Company

A worldwide leader in Logistics .The company activities are in the global seafreight, airfreight, overland and c  
â Successfully managed a team of 3 Executives and reported to General Manager.  
â Handling the top Key accounts of the company â Successful handling of the entire export Coordin  
â Played a pivotal role in supervising receiving, inventory control, storage, distribution, traffic, etc.  
â Responsible for maintaining scheduled drivers, negotiated rates and routes with truck lines/carriers.  
â Essayed a key role in handling product distribution, security, and receivables for clients like United nat  
â Handled Hotel logistics, inventory and distribution across the middle east for Marriot and Hilton Group  
â Supervised the Entire Customs Clearance for all consignments at various exit/entry points for all the d  
company - DHL Express  
description - About the Company

A worldwide leader in Air Express Courier wholly owned by DPWN (Deutsche Post World Net)  
â To handle shipments of Key Accountholders with DHL India â Tracking and Tracing of shipments  
company - WNS Global Services  
description -  
company - Airlink International  
description - About the company  
An International company with various departments and activities i.e Cargo, shipping, Ticketing  
And freight forwarding

Designation Held: Logistic Assistant / Operations Executive

Job responsibilities: â Handling the top accounts of the company.  
â Answering customer queries, request and complaints â Sending quotations â Billing each Account  
â Preparing free Zone documents â Liaising with Jebel Ali Port and Dubai / Sharjah port.  
â Liaising with Shipping companies for export and imports.  
â Coordinating Barge loadouts.

• Complete Inventory Management.

• Adhering to professional standards and procedure to achieve the ISO certificate.

Worked on software packages Exceed 4000 and Flotilla.

company - Serck Services International

description - Job responsibilities • Liaising with the Purchasing Manager in local and international purchases

• Soliciting quotes, preparing purchase orders and communicating with suppliers both local and international

• Receiving and dispatching goods • Liaising with suppliers to ensure timely supply of equipments •

• Maintenance of reorder levels and par stock.

• Preparing the daily operations report • Maintaining the ISO standards, which involves efficient record

company - Serck Services International

description - March 2000 - April 2003

About the company

A British based multinational company, manufacturing radiators, oil coolers, heat exchangers and

Other cooling elements for all purposes

Joined the company as Accounts Assistant and promoted to Logistic Assistant in Aug 2001

company - Serck Services International

description - Job responsibilities • Maintaining and updating the database of customers and suppliers.

• Handling walk in customers and after sales service calls. Preparing Job order.

• Providing timely information and data for the preparation of reports.

• Circulating information through memos and reports.

• Invoicing for four major departments.

• Banking • Petty cashing and preparing reports • General office duties.