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|  | **Curriculum Vitae** | | | | **Narasimha Rao Janga** |
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|  | | | | **Telephone:** | +64224210975 mobile |
|  | | | | **Email:** | narasimharao.janga@gmail.com |
|  | | | | **Address:** | 510A  Blockhouse Bay Road  Blockhouse Bay  Auckland |
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| **Career Objective:** | | | | | |
| * To gain an active role in exports and imports and supply chain or distribution systems where I can apply my knowledge, talents and passion. I have a range of highly developed skills and competencies listed below which are ideally suited to this employment sector. I am seeking a position where I can add considerable value to the business by producing quality work and on-going superior results | | | | | |
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| **Professional Skills and Competencies:** | | | | | |
| * communication skills including good verbal and written capabilities * Excellent relationship building skills maintaining strong connections with all customers, colleagues, buyers, suppliers, distribution and supply chain industry professionals and decision makers * Active listener and fast learner quickly picking up new ideas and concepts * Ability to work under pressure reaching targets * Problem finding and solving ability | | | | | |
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| **Computer Technology Skills :**   * Good knowledge in ERP systems and cloud based systems * Good knowledge in Microsoft office and Excel and PowerPoint * Can handle all kind of operating systems and can resolve the problems if any happens * Interested in being up to date with latest technologies | | | | | |
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| **Qualifications and Education:** | | | | | |
| **NCBT-Newton College Of Business And Technology – Level 7**   * Graduate Diploma in International Business Applied Exporting And Importing(2014 to 2015)   Subjects included:   * Export/Import Logistics and legislation(Including all the warehousing and distribution) * Import procedures(Including food import and all kind of products) * Export/Import Management Systems(Including all the departments and handling their operations) * Export/Import Finance Options(Includes all the possible ways to get finance for business and payment options) * Export/Import Payment Options(Includes all ways of payment options and how to choose a reliable term) | | | | | |
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| **JNT University (Jawaharlal Nehru Technological University) – Level 7**   * Bachelor of Technology Degree in Electrical and Electronics Engineering (2009 to 2013) | | | | | |
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| **Employment History:** | | | | | |
| **Feb 2015 to May 2017:**  **Countdown – Te Atatu North, Auckland**  **Purchasing Assistant**   * Running department(Mainly receiving the orders and managing the stock and ordering the stock) * Troubleshooting issues like stock loss or delay in deliveries and presentation * Managing the prices according to demand * Customer service * Maintain all the legislation requirements for Food safety and Health and safety * Maintain the stock levels in storage and in the shelves * Train and supervise other store assistants * Check and inspect all the goods received and displayed products. * Stay up to date with the promotions and manage enough stock levels depending on the historical sales data. * Manage short dated stock to the clearance sale with appropriated price drop   **May 2017 to Present:**  **Rogers Distribution ltd ( Mrs Rogers )- Avondale, Auckland**   * Operations assistant ( May 2017- July 2018 ) * Handle day-day routines and reports for operations manager which includes staff management in stores and production * Calculating number of orders received for the day and assign them to stores staff based on the hours required to complete them * Organising stores staff to replenish finished goods which comes out of production * Collecting all finished works orders from production and processing them into erp system * Monitoring and recording efficiency of all stores staff and production staff and maintain the records and generate a report on day-day basis * Talking to the supervisors about exceptions in production, stores and discussing about the labour efficiencies * Regular meetings with management team to discuss about the machinery in production outcomes and efficiencies * Liaise with planning team and sales team to discuss about the demand and expected flow of orders. * Cover planning team and forecast team in their absence which made to learn better about planning and forecast | | | | | |
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| * Planning and Procurement of Materials ( July 2018- April 2019 ) * Download daily stock reports and check the stock levels * Create the demand plan based on historical data generated by erp system * Liaise with sales team for projected order quantities and making sure the stock levels are healthy * Creating purchase orders based on the forecast with a minimum lead time of 2 months allowing for shipping * Make the production plan on day-day basis based on the finished product stock levels and arranging the work orders accordingly * Liaise with finance team before placing the purchasing orders to suppliers and discussing about cash flow and allocated amount for each supplier based on the budget plan * Liaise with shipping team about the incoming orders and making sure everything is arriving on time * Procurement Manager ( April 2019- Present ) * Create the shipping records on day-day basis and organise the flow of inwards to keep the smooth movement of stock in warehouse * To be in regular touch with all suppliers and freight forwarders and gather necessary information from them * Look for efficient and cheapest quotations of international freight * Negotiate with the suppliers and workout best and appropriate trade term ( Incoterm ) * Continuously looking for new suppliers and filtering them based on quality and prices * Maintaining samples from all the suppliers and analysing them with master samples * Requesting the suppliers for required documents ( COA`s , CO,PS,CI,QD, etc ) and filing them for audits and general requirements * Liaise with government operated organisations and customs for clearance and fulfilling all the requirements for import * Analysing duties based on the appropriate HS code and clearing the goods for customs * Continuously monitoring the sea freight and airfreight charges and dealing accordingly with freight forwarders * To be in up to date with the global situation and placing orders accordingly by taking enough lead times. * Creating final costing based on freight and duties charged which will be helpful to fix the final distribution price for the product * Accepting and reviewing the export orders and dealing with buyers. * Create all the documentation required for export and requested by buyers   **References** | | | | | |
| * On request | | |  | | |