# DINESH P. BALAN

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##### Old #16-B, New#126A Phone: +91-44-26173475

##### Seeyalam First Street Mobile: +91-9677084574

##### Villivakkam Email: pbdinesh7@gmail.com

Chennai: 600049 pbdinesh786@gmail.com

#### SUMMARY OF SKILLS AND EXPERIENCE

* Over 10 years experience in inventory management, stores operation and office administration
* Effective communicator & team leader combined with flexible and detail oriented attitude with ability to interact effectively with people related to the business operations

#### ORGANISATIONAL EXPERIENCE

##### AQUA WORLD GREENTECH PVT LTD, CHENNAI June 2014 to June 2017

**Administrator, purchase cum Store in-Charge**

* Daily updates on Stock ledger, Capital goods, site wise delivery details, Purchase and returnable details
* Updating inwards and outwards of materials
* Preparation of work orders for new projects
* Processing appointment letters for new joiner’s
* Attending service calls and coordinating with service depts.
* Coordinating with Purchase depts. for raw materials stocks and order processing

##### ZENER FIRE & SECURITY FZE, DUBAI Jan2008-Nov2013

**Office Administrator cum Store In-charge**

* Preparation of Daily reports & other office administrative records according to laid down procedures, policies and regulatory requirements on regular basis for smooth functioning.
* Managed the entire spectrum of activities across providing facilities support to all the office staff and efficiently arranging and maintaining office cleaning contract.
* Established and maintained suppliers of consumables materials as required and monitored the use of stationary and forwarded company paid bills to Accounts department.
* Preparation of timesheets, daily manpower reports, gate passes (in & out) in DEWA power plant and was also In- charge of company vehicles movement.

##### OCHER HEALTH CARE, CHENNAI Sept 2006-Dec 2007

**Store In-Charge**

* Managed store management functions for Bakery Store and Plant, staffing, safety & hygiene of stock and client feedback.
* Skillfully managed various general administrative functions of the organization while maintained the filing system, handling stores, making invoices and keeping stock inventory.

**PREVIOUS EXPERIENCE**

##### COTTON CLUB OF INDIA, CHENNAI Sep2004–Aug 2006

##### PENTA WEAR, CHENNAI Jan1997-Aug2004

**Export Assistant**

* Accountable for preparation of documentation, both at pre shipment stage and post shipment stage.
* Prepared Invoices, Packing lists, other Shipping Documents and Bank Documents and managed Performa Invoices for Letters of Credit and general office routine work.

##### TARUNEE LOKA, CHENNAI May1994–Jun1995

Trainee-EDP Department

#### EDUCATION

* B.A. (Economics), Madras University, 1993
* Diploma, Graphic User Interface, Covering Windows 95, MS-Office, Visual Basic &, Power Builder (Orchid Soft Systems), 1997

#### TRAINING COURSE

AMET [Academy of Maritime Education and Training, ECR, Kanathur ]

* Proficiency in Personal Survival Techniques [ 08th Nov 2006 ]
* Proficiency in Personal Safety & Social Responsibilities [ 11th Nov 2006 ]
* Proficiency in Fire Prevention & Fire Fighting [ 15th Nov 2006 ]
* Proficiency in Elementary First Aid [ 17th Nov 2006 ]

**PERSONAL DETAILS**

**Date of Birth**: 17 December 1967

**Nationality:** Indian

**Passport:** K8433337 Expiry **Date**: 26 /09/2022

**Languages:** English, Malayalam & Tamil

**References:** Available upon request