


Curriculum Vita



Terry Borges.

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<p>AREAS OF EXPERTISE</p> <ul style="list-style-type: none"> • Logistic operation • Safety procedure. • Warehouse management. • Employee Evaluation & Appraisal. • Human management. • Inventory Management. <p>PROFESSIONAL ACHIEVEMENTS <u>Awarded with Best Employee Awards</u></p>  <ul style="list-style-type: none"> • Monthly Best Employee Award 31. May in 2006. • Yearly Best Employee Award Dec -2010. <p>PROFESSIONAL SKILL</p> <ul style="list-style-type: none"> • Knowing of WOS (Warehouse Optimize System) • Operating PDA (Personal Digital Assistant) • Operating AS 400 system. • Ability to follow process and procedure accurately. • Minimizing stock loss or reducing stock un-matched • A comprehensive understanding of safety procedure. • Have excellent numeracy, literacy & organizational skill. • Physically fit and able to lift & move heavy packages & objects. • Experience of Excel & other • specialist tracking software. <p>ACADEMIC QUALIFICATIONS</p> <p>Bachelor of Commerce & Management from Mumbai University year April 1998.</p> <p>KEY TECHNICAL SKILLS AND COMPETENCIES</p> <ul style="list-style-type: none"> • Computer skill – operating system like DOS, Windows, Application software like MS Office, Tally, Internet, E-mail etc. • Typing with 30 mpw. <p>PERSONAL SKILLS</p>	<p>CAREER OBJECTIVE</p> <p>With experience of 18 years of warehousing looking for a position where I can not only contribute to the betterment of your organization in the logistic department but upgrade my skill as well</p> <p>WORK EXPERIENCE</p> <p>*Viva Honda – VCM Agencies Pvt. Ltd. As a Senior Parts Officer for 3 Months.</p> <p>*Solitaire Honda- Krish Cars Pvt. Ltd. As a Parts Officer (Oct-2016 to till 31 August 2019)</p> <p>Job Description :</p> <ul style="list-style-type: none"> - Spare Parts Inventories - Daily consumption and receiving report - Take parts order from technicians and order the same to HMIL. - Supply cost of parts and availability on repair order. - Update inventory control system . - Monthly Stock Report submission to Finance Department. - Claim wrong parts or damaged parts to HMIL. - Follow up with Parts Purchase Department – HMIL of CBO orders and back orders. - Purchase E-category Parts from other dealers. - Sale E-category parts to other dealers. - Purchase consumable and Lubricant items from local vendors. - Ensure only for authorized persons have access to store. <p>*Mobis Parts Middel East. Dubai – U.A.E (2003 – 2014) As a Team leader</p> <p>Leadership Experience: (2008 to 2014)</p> <ul style="list-style-type: none"> • Handling medium parts area with 15 employees. Give them instruction about routine work such as Inventory, picking , storing, WOS and cleaning & arrangement. • Handling Packing & Checking area in the absent of respective Team Leader. • Report to warehouse Manager regarding daily work and help to achieve monthly target. • Handling more than 30000 parts item. • Taking care of Hazardous Area such part like Batteries, oils, Air bags, seat belt. <p>Worked as a Warehouse Assistant from 2003 to 2007. Job profile:</p> <ul style="list-style-type: none"> • Checking & inspecting parts received and ensuring their • accurate quantity , type and acceptable quantity. • Helping ship out 500 line items every day. • Picking & packing parts. • Making Regular & Special Inventory everyday. • Maintaining tools & machinery • Operating fork lift and other machinery. • Monitoring stock level. • Accurately updating all data into computer on AS 400 system & manual recording system.
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<ul style="list-style-type: none"> • Administrative Duties. • Stock management. • Stock taking. • Decision making. • Leadership skills . • Working under high stress. <p>PERSONAL DETAILS</p> <p>Name : Terry Borges</p> <p>Address : Shalom House - 613 Dongari (Anand-nagar) Post –Uttan,Bhayander (w), Dist – Thane, Pin No. 401106 M: +919373195798 / +919619541670 Email: terryborges08@gmail.com borgesterry@yahoo.com DOB: 17/09/1977 Nationality: Indian Marital status : Married</p> <p>Languages English, Hindi & Marathi</p> <p>Availability:- Immediate REFERENCES – Available on request.</p>	<ul style="list-style-type: none"> • Moving and organizing stock. PDA (Personal Digital Assistant) <p>*WORKED IN HYUNDAI MOTOR PLAZA AS A STORE KEEPER FROM 1999-2000 <u>Job Profile</u></p> <ul style="list-style-type: none"> • Checking and storing parts received from Taloja and issued against requisition on workshop floor. • Make entries of received & issued spare parts in system Auto-Deal . • Making inventory regularly. • Reported to Spare Parts Manager on a regular basis regarding the demand of items so that the future orders could be placed accordingly. • Sales the Accessories on sale counter to the customers. • Arranging fast moving parts near to counter and house- keeping of store. <p>Front Office Assistant in Accident Dept. from 2001 to 2003. <u>Job profile.</u></p> <ul style="list-style-type: none"> • Type Estimates of accident cars as per Service Advisor has given. • Follow up with customers about their vehicles comes for accident work. • Follow up with Insurance agent. • To make an invoices when the work of accident vehicles have been done. • Deliveries of vehicles after job done.
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