**Curriculum Vitae**

******

Raveendran.C

Mobile: **+968-99618084**

Email: [raaschz@yahoo.com](mailto:raaschz@yahoo.com)

Skype: raveendran555

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Career Summary: -** Warehouse & Logistics professional with 20+ years of experience in Warehouse, Store, Materials, Inventory, Logistics, Procurement and Distribution Management with Trading, Retail, Construction (Civil & MEP), and Oil/Gas companies in the Middle East/India.

**Educational Qualification: -**

**Post Graduate Diploma in Computer Applications** – 1995 from Institute of Human Resources Development for Electronics, Kerala, India.

**B Sc (Mathematics)** - 1993 from University of Calicut, Kerala, India.

**Certifications:-**

**Certified Internal Auditor – ISO** from Vincotte International Middle east & Applus Velosi**.**

**Basic HSE Training** from Vincotte International Middle East.

**Computer Knowledge:-**

**Well versed with MS Office (Word, Excel etc.).**

**ERP - Inventory Control and Purchase System based on Oracle.**

**SAP - Material Management.**

**Driving License: - Sultanate of Oman, UAE & India.**

**Languages Known: -** English, Hindi, Arabic (Speak) & Malayalam.

**Nationality: -** Indian.

**Date of Birth: -** 30th May 1973.

**Passport No: -** L3648169.

**Permanent Address: -**Chazhyyottil House, Pathaikkara Post, Perintalmanna Via, Malappuram Dist, Kerala State, India.

**Work Experience:-**

Working with a reputed Group Company in Sultanate of Oman as **Stores & Logistics Manager** (Since July 2012).

**Stores & Inventory Management:-**

* Manage & control all receipts/issue of Materials (Oil & Gas Pipeline, instrumentation tubes & fittings, Rotating/Process equipment, flow line products, compressor spares, valves, gauges, machineries, tools etc.)
* Arrange necessary documents for the deliveries (MTC, MTR, MSDS, Technical details etc.)
* Maintain HSE procedures & system in work place; arrange necessary training for the staff engaged in warehouse activities.
* Monitor inventory levels and informs the concerned department to procure the materials as and when required.
* Monitor Stock/inventory; prepare proper report for fast moving, slow moving and obsolete stock items and submit plan of action report to management.
* Manage cash sales & other expenses related to warehouse operations.
* Manage & arrange inspection of Materials by the Technical/QA/QC departments.

**Logistics:-**

* Monitor & plan the deliveries & dispatches of the materials before the due date.
* Manage the Transport department and monitor the performance of deliveries to the customers, projects sites and collection of materials from seaport/airport and other suppliers.
* ISO documentation related to all warehouse activities.
* Keep stock control system up to date and ensure the inventory accuracy, conduct perpetual stock take, identify the non-stock/damage materials and submit the plan of action report to the management. Efficient utilization of storage space, planning future capacity requirements.
* Organise the recruitment and training of staff, monitor the performance and progress.
* Manage the planned maintenance of vehicles, machinery and equipment etc.
* Monitor the quality of service by visiting customers/customer feedback form.
* Monitor KPI, NCR etc.

Worked with **Khimji Ramdas LLC** [www.khimjiramdas.com](http://www.khimjiramdas.com) (One of the leading business group in Sultanate of Oman) as **Warehouse Manager** (from August 2007 to May 2012)**.**

**Stores & Inventory Management:-**

* Manage Furniture Division Stores activities of workers engaged in receipt, preserve, test, fabrication, installation and delivery of materials (Office Furniture, Application Furniture, Lab Furniture, Shelving & Storage systems etc.).
* Prepare & manage departmental budgets.
* Verification and reconciliation of Stores Inventory items, arrange inventory in order to the batch/lot numbers.
* Monitor Inventory, keep the track of expiry of the stored goods, follow FIFO/LIFO system as and when required, prepare report for fast moving, slow moving and obsolete items and submit plan of action report to management.
* Develop and implement plans for facility modification or expansion, such as equipment purchase or changes in space allocation or structural design.
* Confer with department heads to coordinate warehouse activities, such as installation, sales, records control and purchase.
* Plan, Develop and implement warehouse safety and security programs and activities.

**Logistics:-**

* Ensure that all appropriate safety regulations are being followed both with regards to personal safety and safety of inventory, maintain temperature control at the required areas.
* Liaison with customers and other members of management.
* Plan and organize delivery & Installation at site, storage and dispatch of goods.

Worked with **Alshaya Group**, Dubai, UAE [www.alshaya.com](http://www.alshaya.com) (One of the leading retail company in the Middle East) as **Purchase Officer** (from April 2004 to July 2007).

**Procurement:-**

* Process Sales Orders, co-ordinate with Sales Department to procure materials from International/Local Suppliers.
* Prepare Purchase Orders, ECI, GRN etc.
* Co-ordinate with Technical/QA/QC department to verify Technical Specification.
* Follow up for the dispatch & deliveries with Suppliers.

**Logistics:-**

* Co-ordinate with freight forwarders for the Sea/Air freight.
* Collect documents for the clearance of goods from the port.
* Arrange the delivery of Imported Goods to Customers/Warehouses.

Worked with **Hasan Juma Backer Trading & Contracting Co L.L.C**, (**ISO 9001:2000 certified**) one of the leading Civil & MEP Construction Company in Sultanate of Oman as **Warehouse In-charg**e. (From April 1998 to March 2004)

**Stores & Inventory Management:-**

* Manage 4 Stores (Civil, Electrical, Aluminum and Carpentry) located at different locations in Oman.
* To maintain need based inventory for stores to ensure uninterrupted supply of consumables to various sites and to exercise optimum stock levels.
* Control of all Issues and Receipts of Construction Materials, Tools, Plants etc.
* Verification and reconciliation of Stores Inventory items.
* Monitor Inventory, make proper report for fast moving, slow moving and dead stock items and submit plan of action report to management.
* Prepare record of Fixed Asset and submit to the management on regular intervals with details.
* Maintain the calibration records of Leveling Instruments, Total station, Insulation tester etc.

**Quality Assurance:-**

* Involved in Internal Audits of various departments like Purchase, Joinery, Mechanical Workshop, Stores and Sites.
* Monitor continuous improvement targets.

**Logistics & Purchase:-**

* Receipt & process Material Requisition.
* Arrange Transportation for the Delivery of Materials.
* Control & Allocation of Manpower allotted for Warehouse operations.
* Ensure the availability of materials for the smooth running of projects.
* Clear of Imported Goods from Ports.

**Professional Achievements: -** Re-organizing of Central Stores to meet the ISO Standards and successfully completing the Internal, External & Certification Audit.

Worked with **Amership Management Ltd** ( **ISO -9002 certified**) one of the reputed Shipping Company in India Company having its interest in Ship Management, Dry docking and Logistics having Head Office in Cyprus. as **Technical Supervisor (Shipping)**. The company also has business operations in London and India. (From May 1995 to February 1998)

* Control the operation of vessels & preparation of MIS.
* Preparation of data sheets like voyage, 48 hours, arrival, departure etc.
* Verification and processing of Invoices, D/O related to the repairs, spares stores etc.
* Collect the details of sea stoppages and reasons, slips (+/-) etc.
* Updating of all certificates related to the vessels.
* Arrange the supply of spares, stores onboard the vessels.
* Verify & process of Dry-docking details of vessels.