

R E S U M E

K.AYUB ANSARI

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My Total experience of 21 years in Kuwait Port Authority as well as MNC Companies in Chennai and abroad in respective roles. Store keeper Transport in-Charge, Operation control, and US Army base company with a fluency in English & Hindi

Working Experience:

1-Organization : M/S.MOONSTAR LINES PVT LTD
Designation : OPERATION& ADMIN MANAGER
Duration : MARCH - 2016 to TILL DATE
Location : Chennai (INDIA)

Responsibilities

- Receiving and analyzing proposals/Quotations for the purpose of determining which vendor are responsible to the requirements and are within competitive range.
- Conducting necessary negotiation with vendors regarding terms, conditions & Prices.
- Preparing necessary supporting documentation to obtain client's approval.
- Negotiating documents and preparing procurement modification.
- Maintaining and updating supplier's lists with product range.
- Expediting outstanding orders with vendors & updating the progress.
- Advising users concerning status of nil stock/demand items.
- Continuous follow-up on nil stock/demand items.
- Canceling/amending the items from the purchase order with justification.
- Preparing weekly nil stock progress report for management information
- Maintaining a record of enquiries received from the users and the action taken.
- Acquiring emergency requirements by alternative vendors to cover immediate needs.
- Coordinates and resolves problems with end user departments and suppliers.

- Complete in charge of in and out movement of the containers.
- EIR Approvals of containers and verifying the repair work.
- Inventory control of the container.

Organization : K-LINK HEALTH CARE PVT LTD

Designation : ADMIN&PURCHASE EXECUTIVE

Duration : MARCH - 2011 To MARCH-2016

Location : Chennai (INDIA)

Responsibilities:

- Receiving and analyzing proposals/Quotations for the purpose of determining which vendor are responsible to the requirements and are within competitive range.
- Conducting necessary negotiation with vendors regarding terms, conditions & Prices.
- Preparing necessary supporting documentation to obtain client's approval.
- Negotiating documents and preparing procurement modification.
- Maintaining and updating supplier's lists with product range.
- Expediting outstanding orders with vendors & updating the progress.
- Advising users concerning status of nil stock/demand items.
- Continuous follow-up on nil stock/demand items.
- Canceling/amending the items from the purchase order with justification.
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- Coordinates and resolves problems with end user departments and suppliers.

- I. **Organization** : **M/s. Ahmed Al Terkait & Sons**
 Designation : **Store Keeper**
 Duration : **March - 1997 to November – 2005.**
 Location : **KUWAIT (SHUIABA)**

Responsibilities

:

- Custom clearance for general cargo's and keeping in stores.
- Receiving general cargo from containers and in charge of delivery of cargo and transportation in- charge.
- To Control custom clearance documents for various clients.
- Managing delivery of general cargoes from warehouse and in the yard.
- Arranging Trailers to load general cargoes from warehouse to yard and arranging to load Army Trailers.

- II. **Organization** : **M/s.KGL Ports International**
 Designation : **Transportation In- Charge**
 Duration : **August - 2007 to March – 2009.**
 Location : **KUWAIT (SHUIABA)**

Responsibilities

:

- Managing transportation and CFS custom clearance for import and Export Containers – Stuffing and Destuffing cargoes in Containers at LCL Stores, Shuaiba Port – Entering Cargo Manifest report in System. Delivering cargoes through trailers.
- Arranging documents to prepare Import & Export cargoes – Arranging trailers to clear Import Containers in Shuaiba Port & Shuwaikh Port.
- Looking the Business Correspondence – Preparing Quotation – Preparing containers movement report.
- To control drivers and unloading labours.
- Arranging buses for labors from camp to workstation.

- Plan and supervise the shipments from production to the end-user
- Schedule daily and weekly routes
- Track orders using functional systems (e.g. barcodes and tracking software)
- Coordinate with Warehouse Workers to ensure proper storage and distribution of products
- Monitor and report on transportation costs
- Ensure shipping documents are properly filed
- Report maintenance and repair needs for transportation vehicles and equipment
- Research and suggest cost-effective shipping methods
- Conduct regular safety audits on equipment
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Conduct regular safety audits on equipment
- Organize training sessions for employees (e.g. proper use of machines and handling of hazardous material)
- Keep organized records of vehicles, schedules and completed orders
- Ensure compliance with company policies and shipping legislation
- Stay up-to-date with safety regulations

III. **Organization** : **M/s. Lear & Siegler Services Inc.**

Designation : **Store Keeper**

Duration : **June - 2009 to May – 2010.**

Location : **KUWAIT (MINA ABDULLAH)**

Responsibilities :

- Receiving cargo's from containers and stuffing in stores.
- Delivery of cargoes to work place
- Managing inventory control and work orders.
- To handle company property
- To handle proper taking care of company vehicles like forklift and buses.

Educational Qualification:

Course : **Higher Secondary**
School : **Hindu Higher Secondary School – Chennai.**

Additional Qualification:

- Typewriting Lower Grade Passed. (45w.p.m.)
- Familiar with telephone manners.

Languages Known:

Speak	Read	Write
- Arabic	-	-
- English	English	English
- Hindi	Hindi	Hindi
- Tamil	Tamil	Tamil
- Malayalam	-	-
- Urdu	-	-

Computer Skill:

- Experience and Proficiency in MS Office
- Very good knowledge in MS-Word and MS-Excel.
- Much familiar in Intranet & Internet.

Personal Details:

- Father's Name : K.M. Kamaluddin
- Date of Birth : 21-11-1971
- Religion : Islam
- Nationality : Indian
- Marital Status : Married

Passport Details:

- Passport No : S-2167849
- Date of Issue : 03/07/2018
- Validity : 02/07/2028
- Place of Issue : Chennai.

Hobbies:

- Playing Cricket, Table Tennis & Reading Books.

Yours Truly,

(**K.Ayub Ansari**)