

DINESH P. BALAN

Old #16-B, New#126A
Seeyalam First Street
Villivakkam
pbdinesh7@gmail.com
Chennai: 600049
pbdinesh786@gmail.com

Phone: +91-44-26173475
Mobile: +91-9677084574
Email:

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 Nov2013

Jan2008-

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

2007

Sept 2006-Dec

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
2006

Sep2004-Aug

PENTA WEAR, CHENNAI
Export Assistant

Jan1997-Aug2004

- ◆ 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