

RESUME

R. DINESH KUMAR REDDY

Address for Communication:

Dubai Investment Park -1
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Professional Summary:

Experienced with over 4 years of experience in Manufacturing industries. Excellent reputation for resolving problems and improving customer satisfaction.

Education:

- MBA (Finance & Marketing) from S.V. University in 2016 with 66.73%
- B. Com (Computer Applications) from S.V. University in 2014 with 70.07%
- Intermediate (CEC) from Board of Intermediate in 2010 with 69.1%
- SSC from Board of Secondary School Education in 2008 with 59.1%

Working Experience:

Company Name : **DANUBE BUILDING MATERIALS FZCO**

Place : National Industries Park, Jabel Ali, DUBAI. (UAE)

Position : Logistics Coordinator From FEB 2020 to DEC 2020.
: Logistics Coordinator From MAR 2024 to till.

Responsibilities:

- Responsible for collecting and preparing the necessary paperwork for various import and export activities.
- Coordinating with the production and logistic departments and scheduling shipments.
- Assisted in the daily operations of the existing import export department.
- Maintaining all records, reports, documentation, database, etc. (Hard copy as well as Soft copy)
- Coordinate shipments with importers, exporters, truckers, and carriers.
- Ensure that all documentation meets 100% export regulations (commercial invoices, shipper export declaration, bill of landing).
- Arrange cargo movement to international destinations, making booking, preparing and processing documentation.
- Ability to handle international drop-shipments per business standard operations procedure.
- Manage relationships with transportation providers, vendors, customers services, and others to help resolve shipping issues

Company Name : **NILE LIMITED**

Place : Tirupati, Gajulamandyam, Andhra Pradesh, INDIA.

Position : Stores Assistant(Commercial) MAR 2019 to OCT 2019.

Responsibilities:

- Responsible for collecting material and preparing the GRN.
- Issue materials to production department and maintenance department against proper and authorised requisition.
- Responsible for preparing deliver note while dispatch the goods.
- Issue RGP/NRGP for the inward & outward movements of goods.
- Issue safety materials to workers against proper and authorised requisition.
- To report on waste, scrap and obsolete stock.
- To prevent unauthorized persons from entering the stores.
- Maintain proper records of stores for internal & external audit & ISO audit.
- Responsible to keep stores clean, tidy.

Company Name : STEELMAN ENGINEERING WORKS

Place : Tirupati, Gajulamandyam, Andhra Pradesh, INDIA.

Position : Sales Executive From AUG 2016 to MAY 2018.

Technical Skills:

- MS OFFICE
- TALLY. ERP. 9

Strengths:

- Ability to stay focused on my work
- Time management and organizational skills are my biggest strengths
- I have the ability to resolve the difficult situations without hampering the work

Personal profile:

Father's Name	: Mr. R Anantha Reddy
Date of Birth	: 25/08/1993
Gender	: Male
Marital status	: Single
Nationality	: Indian
Religion	: Hindu
Language known	: English, Telugu, Hindi.
Passport Details	: Passport Number: P0705452
	: Expiry Date: 10/04/2026
Visa status	: Employment Visa

Declaration:

I hereby declare that the details furnished above are true to the best of my Knowledge.

Place:

Date:

[R. DINESH KUMAR REDDY]