



# AKSHAY KUMAR

## LOGISTICS & PROCUREMENT CO-ORDINATOR



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### ABOUT ME

I am a dynamic professional who brings a positive and confident attitude to every endeavor. My motivation and diligent work ethic are matched by my adaptability, allowing me to embrace change and thrive when faced with challenges. With a robust foundation in engineering and management, I am poised to deliver substantial contributions to the desired outcomes of the job role, ensuring that the value of work is not only met but exceeded.

### PERSONAL DETAILS

#### Date of birth

23/04/1996

#### Nationality

Indian

#### Visa status

Employment visa

#### Marital status

Single

### DRIVING LICENSE

#### Driving license category

Automatic Gear - 4766186

### LANGUAGES

ENGLISH

HINDI

MALAYALAM

### WORK EXPERIENCE

#### DANA STEEL INDUSTRY (DANA GROUP)

##### DUBAI

Jan 2023 - Present

#### Logistics & Procurement co-ordinator

- **Supply Chain Oversight:** Managed end-to-end supply chain operations, ensuring seamless preparation, transportation, and delivery.
- **Strategic Procurement:** Procured machinery, spare parts, and raw materials, optimizing daily factory processes.
- **Problem resolution:** Identified and resolved issues related to shipment or delivery arising on working with vendors, carriers and agents as needed.
- **Schedule Planning:** Making weekly and daily plans related to the production and inventory management in the Lubricant factory.
- **Documentation:** Ensure all necessary documentation (PO, BL, BOE, COO, customs documents) is accurate and making weekly reports on production, procurement and logistics.
- **Inventory Oversight:** Generated monthly stock reports and collaborated with departments to ensure proficient inventory management.
- **Cost Control:** Negotiate with freight forwarders and carriers to get the best rate and book the shipments in cost effective manner
- **Communication:** Ensure clear and timely communication with all parties involved in the Supply chain.
- Need to identify the shortage of materials in stock and solve the material requirements coordinating with different departments.
- Maintaining register for each shipment and keeping records using Microsoft excel and ERP software.

#### DENIZNS

Calicut - HO in UK  
Feb 2022 - Sep 2022

#### Sales and Business Executive

- **Sales representation:** Spearheaded sales initiatives by identifying and recruiting ideal candidates for UK care home vacancies, optimizing talent acquisition strategies.
- **Team coordination:** Led team coordination efforts by onboarding and mentoring new hires, enhancing their communication skills and target achievement capabilities.
- **Customer relationship management:** Fostered robust customer relations through diligent management of care home partnerships, ensuring candidate placements exceeded expectations.
- **Business Development:** Drove business development by targeting potential clients, cultivating relationships, and unlocking opportunities for sustained growth and revenue.

## LINKS

### Linkedin:

<https://www.linkedin.com/in/akshay-kumar-8b3b72139/>

## RELIANCE

### INDUSTRIES LTD

Gujarat  
Jan 2020 - Feb 2022

## NDT and QC Inspector

- **NDT Testing:** Conducting Non-Destructive Testing on steel pipelines and heating equipment's using NDT methods like Thickness test, Ultrasonic Sound test, Dye penetrant testing, Magnetic particle testing and Radiographic testing.
- **Report making:** Preparing thickness test report's in Microsoft Excel and making comparison with previous result.
- **Onsite testing:** Weld quality testing on different grades of steel pipes, valves, flanges and joints.
- **Drawings preparation:** Identifying equipment's and pipelines using engineering drawings and making isometric drawings for new lines and equipment's.
- **Mechanical equipment testing:** Conducting NDT on equipment's like reactors, columns, pumps, heat exchangers, vessels, overhead pipelines, weld joints etc.
- **Supervision:** Supervising work's done by technicians and giving proper directions to avoid errors.
- Documentation of quality testing results, material auditing report making, cross verifying MTC and MSDS

## AMANA TOYOTA

Calicut  
Jul 2018 - Jul 2019

## Automobile Technician

- Expertly diagnose engine, mechanical, and electrical vehicle issues through thorough inspection.
- Perform routine maintenance tasks, including fluid replacement and part lubrication.
- Skillfully repair or replace malfunctioning components to resolve vehicle problems.
- Deliver precise repair and maintenance estimates to customers.
- Strategically schedule future maintenance appointments and meticulously document work performed.

## HOBBIES

MUSIC, READING, SPORTS, ART, COOKING

## EDUCATION

### CUSAT

Munnar  
2018

## B-Tech in Mechanical Engineering

### AXIONZ

2019

## QA & QC, NDT Level II

## SKILLS

PROBLEM SOLVING

COMMUNICATION SKILLS

TEAM LEADERSHIP

NEGOTIATION

ADAPTABILITY

DATA ANALYSIS