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| **Renju R Prasad**  **Warehouse/Logistic Manager**  Kerala Contact No.+91-9746698722  Mobile +968-94421942  Email: [renjusnc@gmail.com](mailto:renjusnc@gmail.com) |  |

A Store/Logistic manager with invaluable knowledge of managing projects, resources and staff in an effective and efficient manner. Highly focused with a comprehensive understanding of logistics, procurement and the supply chain.

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| **Objective** |  |

To obtain a challenging position as Waehouse/Logistic Manager.

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| **Summary** |  |

Committed to identifying and implementing continuous improvements in the supply chain. Now looking for a new and challenging managerial position, one which will make best use of existing skills and experience and also further my personal and professional development..

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| **Education** |  |

* B.Sc IT, (Bachelor of Science in Information Technology) from Sikkim Manipal University February 2008 (Course completed 3 years)
* D.C.H.M., (Diploma in Computer Hardware Maintenance) from National Institute of Computer Technology on 2007
* Network Administration course from National Institute of Computer Technology on 2007

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| **Summary of Qualifications** |  |

* Five years overseas experience in Store/Logistic..
* Very much proficient in handling computer software and applications including Microsoft Office.
* Strong training, mentoring, coaching and supervisory experience.
* Deep knowledge of telephone systems.
* Excellent communication skills.
* Flexible and exceptional ability to work with other people as a team.
* Established leadership skills.
* Exceptional organizational skills.
* Strong ability to build relationships with customers

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| **IT Skills** |  |

* Computer Hardware maintenance
* Have good knowledge of Windows Operating Systems and components
* Have good knowledge of Internet services
* Have good knowledge of Microsoft Office

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| **Professional Experience** |  |

**LUMINIOUS INTERNATIONAL LLC, Nizwa., Oman, March 2013 to till date  
Warehouse Manager**

* Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
* Meets warehouse financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
* Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
* Delivers supplies and equipment to departments by receiving and transferring items.
* Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
* Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
* Secures warehouse by turning alarms on; testing systems.
* Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.
* Updates job knowledge by participating in educational opportunities; reading technical publications.
* Accomplishes warehouse and organization mission by completing related results as needed.

**WareHouse Manager: Shongai Packaging Ltd, Km 38 Lagos Abeokuta Road, P.O.Box 4610 Lagos Sango Otta, October 2008 – December 2011**

* Working closely with suppliers and customers to improve operations and reduce cost.
* Ensuring the personal safety and safe working environment of staff.
* Communicating needs & objectives to managers & key personnel in procurement, logistics & distribution.
* Negotiating contracts to reduce costs and achieve maximum efficiency.
* Providing accurate routing information to ensure that delivery times and locations are coordinated.
* Accurately calculating total supply chain costs in relation to proposed new projects.
* Obtaining quotes for transportation and also making cost comparisons.
* Receiving of imported and local raw materials goods and spare parts and their stock age
* Issuing of these raw materials goods and spare parts to their appropriate departments based on their requisitions.
* Arranging for physical verification of finished products from the factory.
* Checking the stock age at the warehouse.
* Dispatch finished goods in liaison with the sales department.
* Maintenance of book-keeping and entries for all the above.
* Periodic updating of all the Depts. by communicating to the Depts. the current stock level Goods receipts and sales dispatches etc.
* Locate vendors of materials, equipment or suppliers and interview them in order to determine products availability and terms of sales.
* Prepare and process requisitions and purchase order for supplies and equipments.
* Control purchasing department budgets.

**WareHouse Asst: Manager Shongai Packaging Ltd, Km 38 Lagos Abeokuta Road, P.O.Box 4610 Lagos Sango Otta, Nigeria April 2008 – October 2008**

* Receiving of imported and local raw materials goods and spare parts and their stock age
* Issuing of these raw materials goods and spare parts to their appropriate departments based on their requisitions.
* Arranging for physical verification of finished products from the factory.
* Checking the stock age at the warehouse.
* Dispatch finished goods in liaison with the sales department.
* Maintenance of book-keeping and entries for all the above.
* Periodic updating of all the Depts. by communicating to the Depts. the current stock level Goods receipts and sales dispatches etc.
* Locate vendors of materials, equipment or suppliers and interview them in order to determine products availability and terms of sales.
* Prepare and process requisitions and purchase order for supplies and equipments.
* Control purchasing department budgets.

**Additional Responsibilities**

* Looking after the ERP system, monitoring the computer entries.
* Resolving all computer hardware problems, network management etc..

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| **Ambition** |  |

To be a part of a well-organized team so as to fully utilize my skills of hard work, punctuality and sincerity.

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| **Personal Details** |  |

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| Nationality | : | Indian |
| Date of Birth | : | 1st  February 1987 |
| Marital Status | : | Married |
| Driving License | : | Indian Valid LMV License |
| Visa status | : | Employment visa (Transferable) |
| Passport No. & Date of expiry | : | F0461436 (05 / 10 / 2014) |
| Languages Known | : | Malayalam, English, Hindi & Tamil. |
| Hobbies | : | Reading, Playing Shuttle Badminton, Volleyball, Cricket and Carom, Maintaining Good Health |

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| **References** |  |

Shall be furnished promptly upon request along with supporting documents

Date: 18/02/14 (Renju R Prasad)