

# Rajesh Sankaran Nair

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## Warehouse Management

## Material/ Inventory Management

## Logistics Functions

- A competent professional with nearly 12 years of cross functional experience in Materials Management, vendor management sourcing & procurement, as well as Warehouse management.
- Was associated with HIRA INDUSTRIES LLC, Dubai, U. A. E as Manager Stores
- Extensive experience in development of sourcing strategies, encompassing vendor identification, development and analytical assessment, to strengthen supply chain effectiveness.
- Possesses thorough knowledge of the procedures involved in ordering, receiving, storing and delivering stocks.
- Expertise in implementing cost saving measures to achieve substantial reduction in terms of man days, production cost, raw materials and energy consumption.
- An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business.

## AREAS OF STRENGTH INCLUDE

- ⇒ **Material Planning/Inventory Management:** Preparing material requirement plan as per production floor needs. Tracking and maintaining inventory levels in the stores for all items required in the plant based on rolling production plan. Generating purchase orders as and when inventory levels reach reorder levels. Efficiently managing the inventory levels, for ensuring ready availability of material to meet production and dispatch targets.
- ⇒ **Sourcing / Procurement:** Handling sourcing through identification of cost effective suppliers for procurement with an aim of improving quality & reliability. Budgeting funds for procurement and sourcing of materials ensuring optimum utilization of materials & maximum cost savings. Discussing product specification with suppliers and negotiate for best rates. Defining Service Level Agreements & Support terms with suppliers.
- ⇒ **Vendor Management:** Steering strategic sourcing through identification of cost effective vendors/suppliers for procurement with an aim of reducing cost while improving quality & reliability. Carrying out vendor localization/ indigenization for curtailing costs of materials as well as negotiating the terms of credit with vendors as well as the cost of material required.
- ⇒ **Logistics:** Supervising logistic operations viz., inland transportation upto factory warehousing. Coordinating with Custom House Agents, C&F Agents and other external agencies for ensuring timely clearances and cost effective transport solutions. Negotiating with transporters etc. to ensure seamless and cost-effective movement of consignment.
- ⇒ **Warehouse Management:** Planning physical layout of stores for storage of materials, spare parts & consumables and ensuring smooth accounting, issue of material to production & project sites. Managing operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the production process. Overseeing relocation of business premises / Warehouses & analyze expenses, trends, wastage factors for all divisions.

## CAREER FEATURES

**June'2013 to Till Date : WINNER INTERNATIONAL LLC , Muscat , OMAN**  
**(Traders of Aluminium & Glass Accessories – [www.winnerintl.net](http://www.winnerintl.net))**  
**Manager SUPPLY CHAIN**

- ⇒ Distinguished efforts towards managing the supply chain operations.
- ⇒ Actively involved in
  - Planning of project quarterly stock requirement based on market trend and movement of goods
  - Provide timely MIS to the Management along with suggestions on improvements.
  - Allocating products at the warehouse for easy assibilate and retrieval and space planning.
  - Communicate with Vendors on timely delivery.
  - Liaisoning with the procurement department and update on stock receivables

- Clutching inward of the materials as per the packing list received and report any discrepancies observed
- Tracking Cargo Arrival's from the port and deal accordingly for unloading / Loading of materials
- Provide direction and expertise to all assigned procurement related activities for Projects within the Business Group. Direction and expertise is provided to support the planning and execution of operational requirements and projects.
- Provide budget estimates for Procurement labor hours as well as for anticipated materials, equipment and services in support of the proposal process
- Provide preliminary risk assessment related to the Procurement
- ☞ Conducted audits at the sites for Quality of the job, Physical Inventory, labor time (budgeted against actual), miscellaneous expenses incurred (budgeted against actual) and employee behavior
- ☞ Instrumentally managed the complete logistics operations.
- ☞ Facilitated redesigning of entire warehouse racking structure (used the existing) for proper utilization of the space and easy retrieval of the products

**Jan'2004 to Dec'2011 : HIRA INDUSTRIES LLC , Dubai , UAE  
(Manufactures and Traders of HVAC(MEP) spares – [www.rhira.com](http://www.rhira.com))  
Manager STORES**

- ☞ Distinguished efforts towards managing the supply chain operations.
- ☞ Actively involved in
  - Planning of project quarterly stock requirement based on market trend and movement of goods
  - Provide timely MIS to the Management along with suggestions on improvements.
  - Allocating products at the warehouse for easy assimilation and retrieval and space planning.
  - Research of Suppliers and comparison of quotations and negotiation. Make sure about the cost reductions and product availability by selecting vendors.
  - Processing orders to local and international suppliers based on production request.
  - Coordination with Finance on follow up for opening L/Cs, Advance payments and getting ready on credit applications.
  - Communicate with Vendors on timely delivery.
  - Liaisoning with the procurement department and update on stock receivables
  - Clutching inward of the materials as per the packing list received and report any discrepancies observed
  - Tracking Cargo Arrival's from the port and deal accordingly for unloading / Loading of materials
  - Provide direction and expertise to all assigned procurement related activities for Projects within the Business Group. Direction and expertise is provided to support the planning and execution of operational requirements and projects.
  - Provide budget estimates for Procurement labor hours as well as for anticipated materials, equipment and services in support of the proposal process
  - Provide preliminary risk assessment related to the Procurement
- ☞ Conducted audits at the sites for Quality of the job, Physical Inventory, labor time (budgeted against actual), miscellaneous expenses incurred (budgeted against actual) and employee behavior
- ☞ Instrumentally managed the complete logistics operations.
- ☞ Facilitated redesigning of entire warehouse racking structure (used the existing) for proper utilization of the space and easy retrieval of the products

**JAN' 1999 to DEC' 2003 : BOMBAY MOTORS PVT LTD, India  
Asst. Manager Logistics**

- ☞ Supervised the complete logistics functions in the organization.
- ☞ Identified and developed new vendors for cost effective procurement.
- ☞ Productively handled the following activities:
  - Costing for all the products
  - Monitor operational cost as per the costing and submit report to the management
  - Liaison with transport / courier agencies for smooth flow of materials
  - Schedule and Monitor dispatches as well as packaging.
  - Up keeping of warehouse (20,000 Sq. Ft)
  - Inventory monitoring at central warehouse
  - Defining Min / Max level
  - Conducting physical audits at all the locations.
  - Handling all inventory related matters on daily basis
- ☞ Displayed competency in resolving the customer complaints.

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### EDUCATIONAL OVERVIEW

1994 Bachelor of Commerce from Kerala University

1996 Post Graduate Diploma in Computer Applications from St Joseph Computer, Kerala

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### COMPUTER PROFICIENCY

Soft Ware applications familiar with : Ms office, Foxpro ,Oracle

Operating Systems familiar with : Windows Xp / Vista/ Win 7, Win server 2003

ERP Software familiar with : Vishual Enterprise R/2, FACTS 10.428

CRM Software familiar with : Salesforce (Professional Edition)

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### PERSONAL DOSSIER

Date of Birth : 31<sup>st</sup> May 1974

Nationality : Indian

Passport No : F 5014966

Visa Status : Residing In Oman

Marital Status : Married

Driving License Details : U A E Driving License # 1254959 valid till 01<sup>st</sup> May 2018

Languages : English, Hindi, Malayalam.