


CURRICULUM VITAE

ANISH G.

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CAREER OBJECTIVE:

To be associated with a company that provides ample opportunities for continuous learning, encouragement for hard work and to be a part of the growth of the organization. A result-oriented, organized, and energetic with Experience in Logistics, Warehousing, Procurement, Transportation, Purchasing, Sales, and Customer Relations.

PROFESSIONAL QUALIFICATION:

♦ Bachelor of Business Administration (Marketing Management) – BBA-MM, Tamil Nadu Open University, Chennai.

Current Experience

GMM ELECTRICALS LLC - DUBAI-U.A.E. / Period of Work: April 2021 to date

Position: Warehouse Operation In-charge

Job Profile:

Handling Territories: Clients and Vendors - U.A.E., GCC, India, China, & Africa Market.

- Experience in Materials Management, Supply chain management, and Customer Care relationships.
- Responsible for Import and Export shipments. End-to-end complete process.
- Tracking all Import/ Export Sea and Airfreight shipments and responsible for off-loading containers.
- Oversee receiving, warehousing, distribution, and maintenance operations.
- Coordinate with Forwarders & NVOCC for Air/ Sea Shipment for Export and import, arrange pick-up and delivery of goods, and ensure that documents are accurate with physical shipment and in conformity with customs regulations.
- Facilitate on-time clearance of FCL& LCL of Air and Sea shipments to avoid Detention/ Port and Shipping line charges.
- Preparation of Shipping Documents such as Delivery Advice, Invoice, Packing list, H.S. Code Sheet for local import and Export & Issuance of Certificate of Origin (COO).
- Applying MOFAIC for Import shipment and follow-up of all operation documents/ Remittance collection (T/T, PDC & Credit)
- Strategically manage warehouse in compliance with the company's policies and vision / SOP for each & every activity,
- Designate day-to-day warehouse activities to handle staff like binning, picking, packing, stuffing, and offloading.
- Conducted root cause analysis to formulate countermeasures to business mistakes and improve operations.
- Age-wise inventory reports Promoting & following sales teams to sell Nonmoving products.
- Maintaining good relationships and databases of Brand Products, Marketing products, Suppliers/ Clients/ Service providers.
- Setting up the layout and ensuring efficient space utilization.
- Responsible for Maintaining Minimum and maximum Stock levels as per sales order and placing orders accordingly to factories/suppliers and ensuring it is delivered on time to not have shortages or surplus.
- Preparation of GRN/ Purchase Order/ Stock Transfer of Internal and Branch Transfer using Tally Prime Gold.
- Responsible for Maintaining Minimum and maximum Stock levels as per sales order and placing orders accordingly to factories/suppliers and ensuring it is delivered on time to avoid shortages or surplus
- Preparation of MIS reports such as Stock/Sales/Purchase, daily stock, rejection materials, returns, and non-movable goods.
- Participating and Conducting Quarterly/Annual physical stock take for all items and reconciliation with System stock and reporting to management.
- Communicating with customers and Suppliers and with various departments for smooth operation.

Professional Experience - I

JUKI MIDDLE EAST – JAFZA-U.A.E. / June 2014 to Dec 2020.

Position: Spare parts Executive/ Sales Coordinator

Job Profile:

- **Handling Territories:** U.A.E., GCC Countries, Pakistan, Mauritius, Madagascar, South Africa, Ethiopia, Egypt & Africa Market.
- ◆ Prepare and issue sales contract / proforma invoice to customers
- ◆ Prepare the shipments for customers as per the PO received. Arranging all documents to customers through courier/ Email.
- ◆ Preparation of Shipping Documents such as Delivery Advice. Invoice, Packing list, H.S. Code Sheet for local import and Export & Issuance of Certificate of Origin (COO).
- ◆ Coordinating with Freight Forwarder for sea shipment and following up with shipper for shipping documents.
- ◆ Arrange shipment (Air/Sea) with forwarders/ DHL/ FedEx/ TNT/ Aramex & Ups for movement of the shipment to UAE Mainland, GCC Countries, Pakistan, Mauritius, Madagascar, South Africa, Ethiopia, Egypt & Africa Market
- ◆ Creating sales orders in SAP-SBO (SAP BUSINESS ONE) and allocating the stock. Segregating and monitoring Sales Order materials from arrival shipment
- ◆ Promoting new products to our customers and providing them with a catalog.
- ◆ Invoicing of orders in SAP SBO (SAP BUSINESS ONE) as per shipping terms.
- ◆ Manage, monitor, and maintain proper inventory records of the movement of goods in and out of the Warehouse
- ◆ Assign preparation of available stock in the warehouse for picking and packing in standard Box/ pallets
- ◆ Monitor the fast-moving and non-moving parts and place orders accordingly to factories and make sure it is delivered on time to avoid shortages or surplus.
- ◆ Participating and Conducting Inventory Quarterly/Annually physical stock take for all items and reconciliation with System stock (SAP) and reporting to management.
- ◆ Assist the customer by providing the freight charges when requested by them (Airfreight, Sea freight & courier)
- ◆ Monitoring deliveries, ensuring customer satisfaction, and maintaining accurate logs of all transportation of goods
- ◆ Keeping records of BOE (BILL OF ENTRY/EXIT) and Exit documents for customs audit purposes and filing.
- ◆ Follow up with the customer regarding the payments. (T/T, PDC & Credit).
- ◆ Tracking all incoming and outgoing shipments through Online/ Forwarder.
- ◆ Allocating in SAP SBO - Agent Sales commission while Invoicing
- ◆ Regarding customer claims Coordinate with the sales and claim team and arrange for replacements of parts under warranty or issue a credit note as required.
- ◆ Reporting to management regarding monthly Sales and Quarterly Sales reports and forecasting.

Professional Experience - II

VAID LOGISTICS PVT LTD – MADURAI, TAMILNADU, (HQ –COCHIN KERALA, INDIA).

Company Profile: An organization storage, redistribution to dealers, and direct delivery to the construction site to the South Region of Tamil Nādu. Handled Leading cement manufacturer in India. Dalmia Cement Bharat Ltd.

Period of Work: November 2011 to February 2014

Position: Area Operation In charge

Clients handled: Dalmia Cement Bharat Ltd. Madurai, Dindigul, Theni, and Karaikudi.)

Professional Experience - III

ASIANS MOTORS PVT. LTD. - (Passenger Car Ser., Centre) MADURAI, TAMILNADU, INDIA

Company Profile: Leading Car Service Center in Madurai and Authorized Dealers of TATA Motors for service, also dealing Multi brandcar service and bodybuilding in Madurai Tamil Nadu.

Period of Work: May 2009 to November 2011

Position: Store Executive

Clients handled: TATA Motors & M&M

Professional Experience - IV

TVS LOGISTICS SERVICES LIMITED – BANGALORE, KARNATAKA, INDIA

Company Profile: TVS Logistics Services Limited provides logistics solutions. The Company offers supply chain management, warehousing, material handling, freight management, transportation, and communication services. TVS Logistics Services serves customers worldwide.

Period of Work: June 2004 to April 2009/ Position: Senior Admin

Nature of Job: Warehouse Operation Transportation & Integrated Logistics

A. Client: Warehouse Operation, TMC LTD, Mysore project, Bangalore, Karnataka Duration: June 2004 to June 2006.

B. Client: TVS Motor Company project, Mysore. Karnataka Duration: July 2006 – November 2007.

C. Client: Lakshmi Machine Works (LMW/Unit - I), Coimbatore. Tamil Nadu Duration: November 2007 – April 2009

Experience - V

TVS SUNDARAM IYENGAR & SONS LIMITED – COIMBATORE, TN. INDIA.

Company Profile: The Company, through its subsidiaries, distributes automobiles & and spares, sales & and service support for garage equipment, and sales & and service products for off-highway applications.

Period of Work: Jan 2000 to May 2004

Position: Store / Heavy Vehicle Mechanic Asst. (Contract Work)

Nature of Job: Automobile Spare parts storekeeper / Mechanic assistant for ASHOK LEYLAND Heavy Vehicles.

STRENGTHS:

- ◆ Confident / Excellent communication and interpersonal skills / Proactive at work / Ability to train and learn new things at a pace. Process improvement skills. / Outstanding team player.

Computer Skills

- ◆ Worked with Office Applications viz. MS Word, MS Excel, MS PowerPoint, and MS Office
- ◆ Worked with SAP BUSINESS ONE (SBO) & SAP-Materiel module & and ORACLE Application. s
- ◆ Worked with Tally Prime Gold.
- ◆ Worked with CRMDMS [TATA Motors-Online Ordering and data entries]
- ◆ Worked with All Web-based software "Track and Trace.

Personal Details

Father's Name: P. Gangatharan

Marital Status : Married

Nationality: Indian

Passport No . V4948565.

Visa status: Employment Visa

Languages Known: English, Hindi, Malayalam, Tamil, and Kannada.

Declaration:

I at this moment declare that the above-furnished details are true to the best of my knowledge and belief.

ANISH GANGATHARAN