

Curriculum vitae



ANEESH SIVANANDAN

EDIBLE OIL COMPANY (D) LLC,

JAFZA.

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OBJECTIVE

To utilize my abilities in a team-oriented organization, offering challenge and diversification, where I can expand my experience, knowledge and skills, I look for the opportunity to implement dynamic ideas & skills towards profitably, in an organization where respect, integrity, hard work and diligence are criteria for growth and reward.

ATTRIBUTES

- High Sense of responsibility.
- Personally organized and structured.
- Dedicated to Profession.
- Capable of prioritizing the work based on urgency and importance.

PROFESSIONAL EXPERIENCE

1. Al-Ghurair Resources L.L.C Dubai

WAREHOUSE SUPERVISOR

24TH SEPTEMBER 2014 – Present

Responsibilities.

- Responsible for the storing of crude oil and meal.
- Dispatching the loaded Quantities by Oracle.
- Ensure premises, assets and communication ways are used effectively.

- Making the purchase requisition for the required material by oracle system to get the approval.
- Arranging the PR to be sent to the purchasing department to prepare the LPO.
- Recruit and coordinate logistics staff (Truck drivers) according to availabilities and requirements.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Keep logs and records of Warehouse Stock, executed orders etc.
- Preparing Daily reports of Oil Storage/Production quantities, Meal dispatching reports and also as Well quarterly/yearly reports for Auditing.
- Goods are dispatched to the customers via Roadways and sea-ports after getting the shipping Instructions and release order from Traders and the same will be forwarded to transport department for the necessary arrangement.
- Plan and track the shipments of final products according to customer requirements.
- Records of business will be updated daily and will be filed with proper remarks for ready reference and for auditing.
- Loading & Unloading (Containers, Tankers, 50 KG Bags, Oil Vessels).
- Estimating the quantities of the meal product and calculating the amount of crude oil stored daily.
- Organize the movements of trucks and flexi containers.
- Responsible for the loading of the (bulk loading) consignments (ship loading), containers and iso tanks as per the shipping instructions.
- Responsible for the fumigation of the loaded containers.
- Give a report in daily basis direct to plant manager.
- Communicate to millers & operators about production plan.
- To ensure all lines mechanical & electrical in warehouse working properly & good conditions
- to ensure production materials in each in every compartment in warehouse Is updated & properly arranged
- operate with in standard operating procedures (sops)
- Supervised shovel forklift boom loader operators to ensure safety, & correct materials to be dispatched.
- communicate to dispatch logistic and transport department, to ensure dispatch materials correctly (trucks)
- Ensure all stock picked is correctly sent to customers.
- Before issue any release verifying sales order okay to load in oracle & correct item code is booked.
- Dealing internal & external auditor.
- Receive GRV in oracle for intercompany transfers / incoming bulk material (Soya / Canola meal / Oil) and packing material (Jumbo bags / Soya, Canola 50kg pp bags / MDF cut board and Empty flexi bags for oil –import export Vessels dispatching etc.

Relationship & Contacts.

- • Trading Department
- • Quality Department
- • Logistic Department
- • Sales Team
- • Execution team
- • Plant Production Team
- • Dispatch Team

2. Kairali Automobiles (Affiliated to BAJAJ)

MARKETING OFFICER

07/12/2011 – 06/11/2013

Responsibilities.

- Supporting the marketing manager in day to day marketing activities.
- Responsible for all marketing strategies and activities within the company.
- Makes key decisions regarding product distribution, budgeting, branding, and sales.
- Trying to achieve the desired Targets.
- Maintain a strong focus on satisfaction of all customers.
- Identifies areas for improvement in product offering, sales, tactics, marketing strategy and promotional activities.

EDUCATIONAL QUALIFICATION

- ✓ Bachelor of Commerce (B.COM) (KERALA University), 2012 April.
- ✓ Post Diploma in Professional Accounting.
- ✓ Knowledge of Microsoft office and trained in “Tally accounts package”
- ✓ Languages known: English, Hindi and Malayalam.

PERSONAL SKILLS

- Strong inter-personal skills.
- Sincerity towards job and Punctuality.
- Able to work under Pressure.
- Can work independently or as a part of a Team.

EXTRA-CURRICULAR ACTIVITIES

- ✓ Attended FSSC 22000 Awareness Training, Conducted by TUV Middle East.
- ✓ FSSC 22000 Implementation Training.
- ✓ Attended Firefighting Training.
- ✓ Basic Food Hygiene for Food Handlers (Dubai Municipality).

PERSONAL DETAILS

DOB : 17th May 1991.

Marital Status : Married

Passport : T 5 5 3 4 3 2 0

LICENSE DETAILS (DUBAI/MANUAL)

License Number : 63645506

Issue Date : 13/03/2017

Expiry : 13/03/2027

It would be a great opportunity for me to work in your company under the responsible leadership and successful company. I would be looking forward for your generous answer bopping to hear from you at the soonest.

06/10/2021

Dubai

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