



SUNIL K. NAIR

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visit visa valid Until 03/11/2021

Profile Brief:

A highly resourceful, flexible, innovative, and enthusiastic individual possessing a considerable amount of knowledge regarding operational and financial procedures. Seeking Managerial level of positions with Experienced in coordinating, planning and organizing a wide range of management activities and operational activities in logistics .A quick learner with ability to absorb new ideas, organized and an excellent team player with a proven ability to work proactively in complex environment.

Domain Experience:

Customer return management ,Complaint management ,co packing management , Logistics operations like Warehouse Management, Inventory Controlling and inventory auditing, dispatch management , shipment handling of local, sea, and Air ,Supply chain – Charge back Analyst ,vendor flex management

key skills:

Distribution Management | warehouse Management | Inventory control | People management | Training workforce | Health & safety procedure | Report generation | FMCG exposure (frozen foods) | Disposal Management | WMS exposure | Vendor Management | Critical Thinking | MS office | MS Outlook | MS dynamics(ERP)

Skills Summary:


- ✚ More than 9 years of work experience in Warehouse Management and logistics coordination
- ✚ Overseas experience of 8 years working in Muscat managing a workforce of 60+ resources across 5 branches
- ✚ Technical knowledge of ERP- Microsoft AX Dynamics, MS Office & Peach tree Tally
- ✚ Good understanding of FMCG business processes, methods and systems.
- ✚ Good knowledge of inventory ,warehousing and other logistics processing database systems and data transfer processes.
- ✚ Good experience in facing external audits and conducting internal financial audits.
- ✚ Proven track record for problem solving by identifying and implementing innovative solutions.

Professional Work Credentials

- ✚ **Worked as "Logistics & Warehouse Operations Controller" (Warehouse&Inventory Distribution) with Golden Toys general Trading LLC.**
(From September 2019 to March 2021)

- Strategically plan and manage, logistics, warehouse and customer service.
- Vender Flex in charge of (AMAZON -UAE .) online
- Direct Optimize and coordinate full Order cycle.
- liaise and negotiate with suppliers, manufactures, retailers and customers.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Arrangement of warehouse catalog goods plan routes and process shipments.
- Ensuring maximum warehousing efficiency by reducing non saleable goods such as damaged & expired goods from warehouse
- Co-ordination with Transport department for timely delivery
- Supervise, coach and train warehouse workforce.
- Review and control all documentation for maintaining the minimum order level.
- Provide monthly stock reports with remarks for management review

- Providing solutions to customer regarding payments, credit facility etc.
- Operation activities Comply with laws and regulations in required areas.
- Preparation of Export & import documents
- Negotiation with freight forwarders to get best quotes with in the budget.
- Ensures adequate and timely distribution consistent with good inventory control.
- Manages distribution network functions to achieve proper inventory levels, including warehousing and traffic strategies.
- Manages logistics personnel and activities for assigned sites to best support operations and/or maintenance requirements.
- Collaborates with site, regional, and project leadership, including operations and maintenance management, to develop or revise plans, policies, and procedures for logistics support in area of responsibility.
- Pursues optimal performance from assigned resources with consideration of time, cost, and customer (government) objectives.
- Develops and briefs site performance reports, identifies issues, and resolves concerns.

 **Worked as "Logistics Analyst" (charge back) with Envision BPO Pvt LTD.**
(American based BPO also known also Core force) at Coimbatore, India
(From 2017 6th August to 25th January 2019)

- Identify the queries and provide the solutions to the international clients.
- Reporting to Manager both periodically basis and within specified time frame also.
- Maintain good relation between clients by providing Accurate information.
- Reduce the charge back cost to the company by ensuring proper investigation up on raised queries

 **Worked as "LOGISTICS OPERATION SUPERVISOR (Inventory & Warehouse Management) with Al khan Foodstuff**
(Sadia distributor in Oman) in Muscat.
(From 2011 5th September to 25th May 2017)

- Assist Logistic manager to Allocate and manage staff resources according to changing needs.
- Strategically plan and manage , logistics ,warehouse and customer service .
- Direct Optimize and coordinate full Order cycle.
- Liaise and negotiate with suppliers ,manufactures ,retailers and customers .
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Arrangement of warehouse catalog goods plan routes and process shipments.
- Ensuring maximum warehousing efficiency by reducing non saleable goods such as damaged & expired goods from warehouse
- Co-ordination with Transport department for timely delivery
- Supervise, coach and train warehouse workforce.
- Review and control all documentation for maintaining the minimum order level.
- Provide monthly stock reports with remarks for management review
- Providing solutions to customer regarding payments, credit facility etc.
- Operation activities Comply with laws and regulations in required areas.
- Coordination with Accounts on Delivery order and Invoice approval. and manage payments collected from the customer and delivery of the units to the customer.
- Close interaction with sales, Marketing, operations, origin office and customer to maximize business profitability.
- Coordination with warehouse on stock position of items, container arrival, off loading details and delivery of the units to the customer.
- Make sure that proper coordination in the Inbound area operation as per with MRN and PO which generated
- Assist Logistic manager to Allocate and manage staff resources according to changing needs.
- Liaise and negotiate with suppliers, manufactures, retailers and external service providers.
- Continually try to improve and develop business performance within the constraints of legislation ,fuel costs and rising environmental pressures
- Implement health and safety procedures as per the demand of operation nature.
- Plan and design vehicle routes to smoothening the delivery process.
- Created Destruction process for management of damaged and expired goods across the country
- Ensure proper documentation of Receipt and issue of stock items
- Perform Inventory Planning- monitor stock levels, manage and monitor slow / fast items, reduce obsolete stock
- Instruct to the branch in charge to resolve inventory related queries to maintain the accuracy level.
- Direct optimize and coordinate full order cycle.
- verification of sales order confirmation against pricing policy and price list

❖ **Educational Qualification**

MBA (Finance & Marketing) from SAN INTERNATIONAL BUSINESS SCHOOL ,COIMBATORE (2008-2010)

❖ **Other Achievements:**

- **Designed the overall distribution and warehousing procedure and implemented in the current organisation**
- Completed GNIIT(Management Information System) From NIIT, Irinjalakuda , Thrissur (Kerala)
- Completed certified professional accountant certificates from institute of professional Accountancy CPA Thrissur (Kerala)
- As a logistic coordinator, worked also for branch accountant and store in charge as well for the special requirement made by the company (Al Khan foods LLC)

EXTRACURRICULAR ACTIVITIES

- Member of company Cricket team
- Designed jerseys for company cricket Team

❖ **Personal Details:**

Nationality	:	Indian
Date of birth	:	:15.05.1987
Marital Status	:	:Married
Visa Status	:	:Visit Visa
Languages Known	:	English, Hindi, Tamil & Malayalam
Passport No	:	: N8144132

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Karama, Dubai

Date:

SUNIL K .NAIR