



# SANTHOSH GANDHI

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## **Objective**

A proven Operational and Implementation record of working in various positions in the discipline of Supply Chain Management.

Seeking a new and challenging position within a well-known organization that offers a good working environment along with a vision towards the future, an atmosphere conducive to sharing ideas and growing with emerging technologies.

## **Experience**

**2012 – 2021, 31<sup>st</sup> OCT      Trucare FZC      Senior Supply Chain & Logistic Specialist**

- Developing, managing complete overseas supplier Correspondence right from ordering to till delivery of shipments to Warehouse and claims for shipment Damage & Shortages.
- Planned, evaluated, and implement Inbound & Outbound shipments cost-related workout and Nomination & handling the shipping & Freight Forwarding, Identify and resolve any logistics issues during transit of a shipment such that the promised delivery date is not delayed.
- Leading and monitoring prompt documentation for Import/Export, including of GCC, Chamber Attestation, and Ministry of Foreign Affairs submission for overseas Export shipments and Following overseas customs rules and regulation on all aspects.
- Arranging and providing strong Lab Test Report for Port & Customs Authority, Municipality, ESMA Inspection for Inbound/outbound, to arrange inspection / Certification for SASO through Agencies like SGS, Intertek of all transaction documents
- Completely handing/Developing season project from down to the door, and Entire GCC shipments of Import /Import for Re-export/ship-shore-ship/Transfer/ Exports) Managing variance kind of Reports creation & submission to Finance/Supply chine Directors.
- Planning & Supporting year-end Inventory stock across all GCC/India Warehouse- Currently in Dubai, Jebel Ali, Sharjah, Jeddah, and India – Mumbai

## **Personnel Details**

Visa Status: Tourist Visa

Date of Birth: 15.04.1980

Gender: Male

Marital Status: Married

Nationality: Indian

## **Languages Known**

English

Hindi

Marathi

Tamil

Malayalam

## **Work Experience**

15 years +

## **Educational Qualification**

B.Com (June 1999 – April 2002)

P.G.D.F.M (June 2002 – June 2003)

P.G Diploma in Supply Chain Management & Logistics (2018)

2008 - 2011	HADI Enterprises L.L.C	Logistic Executive	<b>Professional Skills</b> <ul style="list-style-type: none"><li>❖ Accounting Tally</li><li>❖ Microsoft Office</li><li>❖ Oracle Application</li><li>❖ Communication</li><li>❖ Team Work</li><li>❖ Conflict Management</li><li>❖ Adaptability</li><li>❖ Problem Solving</li></ul>
<ul style="list-style-type: none"><li>• Handling entire supplier Correspondence right from ordering till delivery of shipments to Warehouse, Coordination with the finance dept. for vendor payment processes such as LC's, and Update to Head office / Supplier.</li><li>• Enquire to supplier for cargo status, Nomination &amp; handling the shipping &amp; Forwarding</li><li>• Formality, tracking the shipment and update to Sales / Division Managers, before arriving cargo, coordinate with supplier and Bank for clearing the shipping Documents.</li><li>• Entirely handling &amp; preparing Monthly/Yearly GIT Report &amp; providing to Finance Manager for Fund planning, Warehouse Manager for space allotment. After receiving Original Bank</li><li>• The document, Co-ordinate with Forwarding &amp; Clearing Agent and Transporter to bring the Shipment. Authorizing the Forwarding &amp; Clearing Invoice for Costing,</li><li>• Import &amp; Export Customs Related Documentation Work, Updating through the online chamber of Commerce invoice and submission Ministry of Foreign Affairs</li><li>• Goods damaged on to deliver, finding the solution and insurance claim update on. And if any Necessary submitting for Port &amp; Customs Authority / Dubai Municipality for Import &amp; Export Shipments clearance.</li><li>• Oracle gateway of Master creations to various kinds of inventory reports &amp; Complete Inventory reports converting to Excel and update to all Sales Managers</li></ul>			
2005 - 2008	Athletics Trading FZE	Logistic Coordinator	
<ul style="list-style-type: none"><li>• Coordinating with suppliers and Processing Orders to regional Head office</li><li>• Accounting import purchases (GRN)</li><li>• Preparation of Cost sheet for Import purchases</li><li>• Monthly stock Reports Including Nov-Moving &amp; Obsolete stock</li><li>• Import &amp; Export Customs Related Documentation Work</li><li>• Preparing sales Invoices &amp; Delivery Note</li><li>• Coordinating With Warehouse staffs, also timely &amp; correct deliveries to the Customers and General Logistics Co-ordination and Administration Works</li></ul>			
2004 - 2005	Sundhram Motors Co.	Logistic Coordinator	
<ul style="list-style-type: none"><li>• Physically checking the receiving quantity and updating at Tally inventory as GRN</li><li>• Preparing deliver order &amp; sales invoice communicating with sales department and customer for prompt delivery schedule,</li><li>• Customs service &amp; Warehousing along with Logistics Co-ordination and General Administration Works</li></ul>			