## DSCF7167

## ASHOK ANNAM

**DUBAI,**

**UAE.**

**Contact - 0527937423**

**ashok7.annam@gmail.com**

**JOB OBJECTIVE**

**Looking for a suitable position in a prestigious firm with a proven track record of professionalism where I could make use of my acquired skills and abilities to carry forward the goal of the Organization while advancing on my career aim.**

**PROESSIONAL outline**

**A dynamic professional with over 10 years’ experience in Logistics and Operations Management. A keen planner with abilities in devising effective processes, streamlining operations, ensuring logistics to enable achievement of company’s goals and mission. Excellent organisational and interpersonal skills. A good team player with pleasing personality, excellent communication skills, presentable voice and the ability to work well in a team or individual environment. In a position to handle responsibilities with accuracy, patience and tact. I have also been able to handle multiple tasks under the pressure of deadlines and adapt to the complexities of the office.**

**ORGANIZATIONAL DETAILS**

**AMZ GROUP.**

**Hamac Trading Est operates leading luxury beach wear and accessories. The company has authorized**

**Dealer ship in Mideast all the countries to import and export havaianas luxury flip flop and Vilebrequin swim**

**Wearing. AMZ GROUP handles a lot of business in UAE with having their own 25 retail outlets.**

**Also, they are selling items wholesale and consignment based. Currently working with AMZ since 2014.**

**PERSONAL QUALITIES**

* **Willingness to learn with good knowledge**
* **Ability to accept directions of superiors and complete entrusted responsibilities**
* **Able to effectively work under pressurized circumstances**
* **Excellent communication and interpersonal skills**
* **Computer and technical literacy**
* **I have the ability to make costumes satisfaction easily.**
* **Ability to work effectively under pressure and for long hours.**
* **Team worker.**
* **I m a very helpful, honest and friendly person**.

**PROFESSIONAL EXPERIENCE**

* **I have worked as a store assistant at Raghavendra medical & Pharmaceuticals distributors [1991 – 2000]**
* **I have worked as an Accountant at Sabha L Jazeera LLC (Sultanate of Oman) [2006-2008] & [2009-2011]**
* **Currently I am working as a stock controller and as sales in AMZ group Hamac trading.**

**ADDITIONAL QUALIFICATION**

* **I have a valid UAE driving license with a personal car with five years’ experience and clear history. Also, I know Dubai roads as well.**
* **Orion desktop Orion retail and XRT tools advanced training in 2015.**
* **Intercompany Transfers, retail transfers and all kind of item data transfer in Orion.**
* **GRN and Stocks adjustment (positive and negative) in Orion.**
* **Suppliers return invoice Marketing Expense invoice in Orion.**
* **Wholesale and consignment tax invoices making with data transfers.**

* **Download and Upload Orders Using JDE and Tec Track.**
* **Proceeding the GR process in ORACLE and JDE**

* **Update the orders Using JDE, Tec Track and MS Excel.**
* **Printing of Stock Transfer, Order Transfer and Purchase Orders from JDE to Tec Track.**
* **Receiving Shipment and clearing variance as per purchase Order**
* **Inspect materials when they are received from suppliers**
* **Transfer the Material from warehouse to necessary area**
* **Making SDR for the Damages & shortages**

* **Reporting the shipment discrepancy to inventory team**
* **keep proper stock levels**
* **Picking and packing of stock based on the pick list**.
* **Preparing a delivery schedule as per costumer**
* **communicate effectively to the Store/Warehouse Manager about the levels of the various store items**
* **monitor stock levels in the Store/Warehouse**
* **I can drive forklift and reach truck vehicle inside the warehouse**
* **Checking and Binning of parts in correct bin locations as listed in the new shipment binning list**
* **Picking of Parts from Bin locations based on the picking list generated by the Parts Advisor.**
* **Delivery of parts to Retail Cash counter / workshop bays.**
* **Assist storekeeper in carrying out bi-weekly perpetual stock count / full Inventory count exercise.**
* **Assist in housekeeping activities of the warehouse.**
* **Assist in filing and maintenance of documents.**
* **Contribute to the health, safety and security measures in place within the stores to avoid any accidents / damage.**
* **Recently working in HAMAC TRADING EST,**

**As a stocks controller and senior retail sales instructor.**

* **Job role –Daily based running sales report and replenishing to stores.**
* **Checking stocks level comparing with system SOH as daily based.**
* **Checking the shipment as per invoice and packing list and proceed the GRN.**
* **Communicate with stores about the stock issue and fix the issues asap.**
* **Allocating stocks to shops as per fast sales items history report.**
* **Monitoring location transfer out and transfer in on daily basis.**
* **Guiding the workers to keep the stocks well maintain with proper arrange.**

**LANGUAGE KNOWN**

* **Telugu : Writing, Speaking, Reading**
* **English : Writing, Speaking, Reading**
* **Hindi : Speaking**

#### COMPUTER LITERACY

* **Knowledge & working with MS OFFICE**
* **MS Excel**
* **MS Power point**
* **MS Access**
* **Internet & E-Mail**
* **Adobe Photoshop**
* **AutoCAD**
* **Worked on various operating systems as per job requirements.**

**PERSONAL INFORMATION**

**Name : Ashok Annam**

**Date of Birth : 14 February 1980**

**Nationality : Indian**

**Address : Dubai, UAE, ALQUOZ**

**Passport No : U 0444664**

**Gander : Male**

**Civil Status : Married**

**I hereby certify that the above-mentioned information is true and correct to the best of my knowledge.**

***Ashok Annam***