

CURRICULUM VITAE



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Arun Sathya. A



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CAREER OBJECTIVE

To put my skills to the maximum use to contribute to the growth of the company and thus enhance my professional growth.

SUMMARY OF SKILLS & EXPERIENCE (SYNOPSIS)

A competent administrator with rich experience in the areas of: -



- * Purchase & Logistics Management
 - * Contract & Asset Management
 - * Budgeting & Cost control initiatives
 - * Distribution & Operation Execution
 - * Warehouse & Inventory Management
 - * Customer Service & MIS Management
 - * Strategic Planning & Public Relations
 - * Property & Facilities Management
- Adept at people management, maintaining healthy employee relations with management principles & creating an amicable, transparent environment.
 - Extensive experience in maintaining administrative activities such as Procurement, Logistics, Warehouse, Facilities Planning, Transport, and Asset & Material management.
 - Proven track record of spearheading process improvements, cost optimization, and control initiatives during the career span.
 - Proficient at Performance Management, Policy formulation, and Systems Implementation.
 - Setting aggressive saving targets for the procurement department and monitoring performance to ensure control of cost.
 - Establish & Monitor the Min. & Max. Stock level for main consumable materials in the store to ensure availability of items at all times.
 - Establish smooth logistics operations for the timely delivery of materials by developing a strong network with transporters for logistics services and maintaining agreements with transporters, freight forwarders, shipping agents, and customs clearance agents.

CAREER PROGRESSION

OVERSEAS EXPERIENCE (GCC) → (10 + Years)

- ⊕ Working as a **“Senior Procurement Executive”** (Supply Chain Management – Purchase, Logistics, Warehousing) in Downtown Group → (www.downtownbh.com) - **Bahrain**
- ⊕ Worked as a “Supply chain Executive” at Bahrain Pipes B.S.C (c) (Haji Hassan Group) → (www.bahrainpipes.com) - **Bahrain**
- ⊕ Worked as a “Warehouse Administrator” at Dubai Dry docks World → (www.drydocks.gov.ae) - **Dubai(UAE)**

WORK EXPERIENCE - CURRENT

Company Name, Designation	Responsibilities	Location
 <p>Senior Procurement Executive</p> <ul style="list-style-type: none"> Purchase - Local & Overseas Logistics - Import & Export Warehouse-Receive & Dispatch <p>(From Feb 2016)</p>	<p>Responsible for spearheading and overseeing the efforts in purchasing supplies and services for a company.</p> <p>Establish global sourcing initiative & develop strategic alliances with local and international vendors.</p> <p>Scout for worldwide price competitive materials sourcing through supply chain management.</p> <p>Review purchase requisitions, price negotiation with vendors & strategic buying.</p> <p>Arranging freight forwarders for cargo transits and monitoring the delivery of goods to project sites.</p> <p>Replenishment Activities, FMFO/FIFO, Inventory control/Planning, Material Management, etc...!</p> <p>Budget development, Contract arrangements, Distribution Management, Market analysis, etc...!</p>	 <p>Bahrain</p>

PREVIOUS ASSIGNMENTS - OVERSEAS

Company Name, Designation	Responsibilities	Location
  <p>Supply chain executive (Purchase, Logistics, Warehousing)</p> <p>(Feb 2010 - Dec 2015)</p>	<p>Responsible for managing procurement operations, and ensuring quality standards are followed in all activities and processes.</p> <p>Developing procurement strategies by monitoring inventory movement, ensures quality standards are followed in all activities.</p> <p>Controlling the Men & Materials, Maintaining Inventory, and Cost - Effectively handling all imports & exports Etc...</p> <p>Overseeing the delivery of finished goods to dealers and customers as per sales orders.</p> <p>Review and negotiate pricing with logistics providers to improve profitability.</p> <p>Maintain and review records of items purchased, delivered, and stacked.</p> <p>Ensure that slow moving and non-moving items are taken care of. Performing periodical Inventory activities.</p>	 <p>Bahrain</p>



Dry docks World - Dubai

Warehouse Administrator

Dec 2006 - Dec 2008

www.drydocks.gov.ae

Managing all processes and functions within a busy warehouse & managing a team of up to 35 employees within the warehouse.

Maintaining high standards of materials handling. Coordinating racking and storing.



Dubai

PREVIOUS ASSIGNMENTS – DOMESTIC (INDIA)



Asian Paints India limited

Warehouse Officer

Apr 2002 – Nov 2006

www.asianpaints.com

Complete in charge of both inwards & outwards of paint materials.

Supervised the customer service delivery cycle, Logistics, FMFO, Replenishment activities.



India



The Residency

House Keeping Supervisor

May 1998 - Aug 2001

www.theresidency.com

Supervised activities in housekeeping operations, directing manpower, scheduling duties, Attending guest complaints, etc...



India

EDUCATIONAL QUALIFICATIONS

Name of the course	Institution	Year of Passing
M.A Public Administration	Annamalai University	2004
Diploma In Human Resources Development	National Institute of Labour Education & Mgmt	2003
Advanced Diploma in Computer Applications	Indian Computer Academy	2002
Diploma In Electrical & Electronics Eng.	Sankara Institute of Technology	1998

PERSONAL DOSSIER

Father's Name : Mr.Anbazhagan
 Date of Birth : 07/05/1980
 Marital Status : Married & blessed with one male child
 Bahrain Driving License Validity : 15.06.2026 (License No. 800584732)

A.Arun Sathya