

ASHOK KUMAR

Operations Executive

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Profile

Detail-oriented Inventory Associate with solid experience in warehouse and distribution center operations. Skilled in cycle counting, inventory reconciliation and stock management processes. Consistently monitored stock levels and implemented creative solutions to improve inventory accuracy.

Education

Bachelors of Engineering - Mechanical, Anna University

April 2008 – April 2012 | Chennai, India

Languages

- English
- Tamil
- Hindi
- Malayalam

Interests

Reading Books, Exploring, Chess,
Playing Cricket

Professional Experience

Operations Executive, Zahra Parfums Industry LLC

August 2023 – present

Umm Al Quwain, United Arab Emirates

- Managed \$2 million retail product inventory, coordinating shipments and ensuring timely customer delivery.
- Utilized inventory management software for product tracking and updates.
- Developed vendor relationships, ensuring delivery and managing quality control across multiple departments.
- Conducted physical inventory audits, cycle counts, and reconciled discrepancies to maintain record accuracy.
- Led quality control for large-scale production, enforcing policies and conducting inspections to meet industry standards.
- Investigated customer complaints, implemented corrective actions, and participated in continuous improvement projects.
- Maintained detailed records of quality control tests and results.

Quality Consultant, Sirius Management Services Fz

May 2018 – May 2023 | Sharjah, United Arab Emirates

- Led ISO 9001 certification efforts, maintaining quality assurance documentation, and conducting audits to ensure compliance and identify improvement areas.
- Created a complaint management system to track customer feedback and established quality control procedures for all materials.
- Designed corrective action plans for customer complaints and utilized statistical methods to enhance product and service quality, reducing operational costs through process optimizations.

Project Manager,

Premier Center For Competency Training Pvt Ltd

June 2014 – April 2018 | Chennai, India

- Managed a \$2M budget, ensuring projects were delivered on time and under budget.
- Directed up to 10 team members, delegating tasks for project success.
- Communicated project progress and milestones to stakeholders and upper management.
- Used project management software for tracking progress, resources, and costs.
- Conducted post-project reviews for continuous improvement and customer satisfaction.

- Developed efficient project plans, schedules, and budgets.

Skills

- Inventory Management
- Vendor Coordination
- Shipment Coordination
- Quality Control
- Customer Complaint Investigation
- Corrective Action Implementation
- Quality Assurance Documentation
- Quality Audits
- Complaint Management Systems
- Material Control Procedures
- Project Budget Management
- Task Delegation
- Continuous Improvement Projects
- Stakeholder Reporting
- Post-Project Review

Publications

Low Cycle Fatigue Study of GFRP, Dr. G.B Bhaskar