**Surendra Singh**

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**CAREER OUTLOOK**

***An enthusiastic and performance driven professional with more than 21 years of prolific and result oriented experience in Warehousing & Distribution Planning, Demand & Supply Planning and Material Management.***

**In depth knowledge of Operations and Supply Chain Management.**

Possess an integrated set of competencies in developing & implementing Supply Chain Business Process using skills such as **Logistics**, **Stock control, Sales order processing, Inventory Optimization, 3PL Management, Customer service and MIS.**

Expertise in ERP roll out and contingency planning.

Good analytical abilities and clear understanding of business.

Strong communication, interpersonal with proficiency at grasping new concepts quickly, and utilising the same in a productive manner.

Team player with ability to lead, contribute and influence others in a team-based organization.

**Bachelor of Business Administration from AV.V. University (INDIA).**

* **Diploma in Sales & Marketing Management from National Institute of Education Management.**

**CAREER SCAN**

**Associate Warehouse & Logistics Manager with Tiffany Foods Limited, Sharjah**

**Dec’12 to till date**

**Warehousing and Logistics: -**

* **Responsible for planning out all Warehouse resources & activities in relation to company’s objectives & targets.**
* **Responsible to make and manage Warehouse and Logistics Budget consisting of overheads and fixed costs.**
* **Responsible to manage 3 -IFFCO Warehouses spread across Dubai and Sharjah carrying FG, RM and PM.**
* **Ensure consistently that all Warehouse activities are conducted under the fullest adherence to the QMS and SOPs.**
* **Set, review and analyse Warehouse and Logistics performance measures and Key performance indicators, follow up with appropriate resources to eliminate any gap and poor performance.**
* **Set warehouses expansion and development plans in-line with the department Annual Operating Plan. Directly coordinating and planning the warehouse storage and distribution of the products.**
* **Ensuring stocks are dispatched as per the customer service plan and business plan with the stipulated period.**
* **Responsible for stock accuracy and reporting as per company policy, planning and executing stock cycle count activities every month depending on ABC classifications of stock.**
* **Responsible to reduce NVA in Warehouse and Logistics and proper utilization of warehouse machineries.**
* **Ensure an efficient forklifts movement plan, monitor diesel consumption and apply an efficient cost reduction program.**
* **Tracking fleet performance and route planning through GPS reports.**
* **Strictly controlling the warehouse shrinkage and the warehouse breakage.**

**Team management and Training**

* **Managing a team of 45 employees at the three warehouses; delegate the workload to ensure productivity and efficiency is maximized.**
* **Leading, motivating, training and developing staff. d inspire the warehouse teams. Conduct problem solving sessions among the warehouse team members.**

**Key Achievements**

* **Improved stock accuracy to 99% for RM, PM and FG through perpetual stock count and implementing ABC analysis.**
* **Reduced OOS at Factory through proper identification of critical SKUs and building inventories at Factory warehouse for exigency.**
* **Improved Fleet performance by installing GPS and tracking fleet movement including halt time and routes.**
* **Reduced Supply chain cost by 5% YOY by eliminating few Warehouses hence resulting in saving through rentals, handling and transportation cost.**

**Warehouse in-charge with Gyma Food Industries, Dubai**

**Mar’07 to Nov’12**

* Coordinate incoming and outgoing stock, deliveries and logistics.
* Monitor stock levels and carry out periodic stocktakes.
* Supervise up to 20 staff members, including preparing weekly rosters and leading staff evaluations.
* Interview prospective employees and train new staff members.
* Meet and exceed service requirements and performing statistical analysis on cost effective routings & distribution methods.
* Liaise with all parties involved in the import and domestic movements of stock including customs, transport companies and freight forwarders.
* Complete paperwork for domestic movements and customs.
* Record all stock movement and deliveries in database and prepare regular reports
* Manage warehouse costing, budgeting and forecasting.
* Follow GS&DP via ensuring all health, safety procedures and regulations are assured.
* Co-ordination with Suppliers, various departments within the company – sales, marketing, and finance in order to achieve highest level of customer satisfaction

**Warehouse Executive with Emicos International, Dubai**

**Nov’03 to Feb’07**

* To control warehouse operations in accordance with Company policies & procedures.
* To lead efficiently a team of warehouse personnel.
* Receive materials & keep separately ie. Raw material, Packaging material & finished goods by following the FIFO method.
* Issue materials to production dept. after Q.A. checking as per FIFO system.
* Maintaining the inventory, preparing required documents for transaction of material from warehouse to production floor & vice versa, from warehouse to different destinations.
* Dispatch planning for on time deliveries based on availability of the goods.
* Liaising with the logistic department to get the required containers, trucks, vans etc. for the delivery of the finished goods as per the schedule.
* Plan to Load Containers as per Delivery plan and issued GDN to Sales & Logistic dept.
* Cycle count of all the material every month to check the tally of the physical stock with the system stock.
* Preparation a list of expired and rejection materials on monthly basis.

**Dispatch officer with the Supreme Industries Limited, India**

**June’2000 to Oct’03**

* Material storage & handling, preparation of stock reports.
* Finished Goods inventory control i.e Maximum, Minimum & reorder level.
* Co-ordination with Production & Sales department.
* Handling of material distribution activities i.e. making dispatch plan, order Processing & timely movement of Inventory stock.

**ACADEMIA & CREDENTIALS**

* **Bachelor of Business Administration from AV.V. University- INDIA**
* Diploma in Sales & Marketing Management from National Institute of education Mgmt.
* Experienced in ERP systems, Oracle, Sage line, Excel, Word etc.

**PERSONAL DOSSIER**

Nationality: Indian Passport No. – A6000641

Date of birth: 20 June 1973 Place of Issue - Jaipur

Languages know: English & Hindi Visa Status - Employment

Sex: Male Visa Expiry – Oct-2023

Name: Date:

Surendra Singh