**Résumé**

**Anishivadas SG.,**

**# 1659, 1st Cross,**

**“C” Block, E-Mail ID: anishnair897@gmail.com;**

**Mysore, INDIA. Mobile No.: +91-7829991772**

**Objective:-**

To work in challenging environment with a reputed firm, updating myself with latest technologies to equip with future advancement for the betterment of firm & myself.

**Educational Qualifications:-**

**Bachelor’s Degree:-** In Commerce, from Karnataka State Open University, Mysore, INDIA-570 012.

**Pre-University:-** In Commerce, from Maharajah’s College, Mysore, INDIA-570 005.

**SSLC:-** From My Sugar High School, Mandya, INDIA-571 401.

**Professional Experience:- (7+ Years)**

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| --- | --- | --- | --- | --- |
| **Sl. Nos.,** | **Organization** | **Division** | **Designation** | **Years** |
| 1 | Choithrams Group | Cape Fresh | Senior Accounts Assistant | 3+ Years |
| 2 | Choithrams Group | NRGGT | Senior Accounts Assistant | 4+ Years |

***Abroad Experience:- (Dubai-UAE)***

1. **Feb-2013 to Feb-2016 (3+ Years)**

**Organization** **Division** **Designation**

T Choithrams Group Cape Fresh Senior Accounts Assistant

**Responsibilities:-**

* Production planning scheduling & execution.
* Identification of non-conformities in order.
* Planning & implementation of preventive maintenance.
* Decide tools & spares requirements.
* Control over materials to meet production requirements.
* Exploring new & cost effective ways to improve quality & productivity.
* Developing new ways of manufacturing, improving existing manufacturing process, adopting to better manufacturing methods.
* Manage & motivate production staffs to deliver exceptional work.
* Work with production teams to ensure cost-effective, high quality & timely delivery of products.
* Attend team meetings to discuss about production status & ongoing problems.
* Establish & enforce company policies & safety procedures for staffs.
* Recommend process improvements to enhance production quality & capacity.
* Work with managers to analyze job orders & develop production tasks & schedule.
* Plan & assign daily job duties to workers.
* Recommend changes in workflow, operations & equipment to maximize production efficiency.
* Provide job training to workers to meet production goals.
* Investigate problems, analyze root causes & define resolutions.
* Ensure that final product meets quality standards & customer satisfactions.

1. **Mar-2016 to Jul-2020 (4+ Years)**

**Organization** **Division** **Designation**

T Choithrams Group NRGGT Senior Accounts Assistant

**Responsibilities:-**

* **Buying :-**  Finding suppliers, searching products, enquiries, parallel quotations, samples arranging & getting approval from customers, price confirmations, market focusing & observing fluctuations, purchase return, sorting out barcode issues with wholesale products.
* **Importing :-**  Import Planning, seasonal planning, bulk orders planning, events planning, imports follow-up, scheduling containers as per ETA., avoiding demurrages, import documenting, getting approval for imported goods from municipality, tracking FIRS & QC approval, COO certificates & other health certificates as suggested by QC or municipality needs.  Insurance claims against transit damages.
* **Accounting:-**  Import Costing, Selling price deciding, PTT for traders as per equivalent brands in market, margins calculating, A&P calculating, sales, invoice generating, credit note, purchase return, VAT supporting, document filing, record keeping, monthly sales & purchase of imports & locals reports, Voucher responsibilities, approvals & payments, local payments.  Assigning supplier codes, creating codes for article, products, etc., & other suppliers & customers details in system.  TRN details adding into system.
* **Events:-**  Planning & utilizing Advertising & Promotional activities, like “GULF FOOD” & “TASTE OF DUBAI”., FOC distributing based on A&P budget.
* **Quality Control & Municipality:-**  Warehouse safety, QC-Hygiene reporting follow-up & sorting out warehouse issues.  If any.
* **Logistics & Warehouse:-**  Inventory planning, logistics responsibilities, checking chilled goods temperature, racking facilities arrange, LIFO methods for short expiry goods, monitoring FIFO randomly, warehouse inspection tentatively, deliveries plan, warehouse pest controlling, fumigations & termite issues sorting out after getting approval from QC dept., vehicles schedules & adhere to deadline.  Warehouse preventive actions & safety as per QC-reports, controlling wastages, damages etc., monitoring of entity volume.
* **Manpower & staff:**  Proper utilizing manpower, labours & staff in low cost basis, allocating into multi tasks & proper work assigned.
* **Business / Sales:-**  Local sales to customers, inter-company sales, GCC/Bahrain, Qatar, Oman Orders, follow-up shipment deadline, New products searching in markets arrange for sales to GCC.  Ageing report follow-up & collecting payments from customers, watching customers limits as per Credit facility approved.  Overall keeping eye on hand volume comparing with outstanding payments, overdue as well as payable from our end, customer feedback & service till their satisfaction. & additional enquiries of other parallel range products & other e-mail correspondences.
* **Incentive Plan:-**  Every quarter incentive plan as per the market flow & incentive targets, accounting, claim, increasing in drive line values.

**Skills:-**

* Undergone 6 months course in Air-Conditioning & Refrigeration
* Having 4 wheel driving license with badge (INDIA)
* Took certificate courses on Tally-07, MS Office (Word, Excel & Power Point). DTP with corel draw & computer hardware.
* Done Typist Course in 4 years (2 years **Senior** & 2 years **Junior**).
* Interim knowledge of SAP in Production Planning, Material Management, Prime Management, Quality Management & ERP.

**Languages Known:-**

English, Hindi, Kannada, Tamil & **Malayalam (Mother Tongue).**

**Self Profile:-**

Date of Birth : 18th May, 1984.

Father Name : Gopalakrishnan N Nair

Nationality : Indian.

Native : Kerala.

Personal Skills : Patience, Willingness to learn & Team Facilitator.

I request you to be kind enough to provide me an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness. I shall be very thankful & grateful to you.

I hereby declare that the above information & particulars are true & correct for the best of my personal knowledge & belief.

Thanking you, Yours Sincerely,

**(Anishivadas SG)**