

**SANJAI KUMAR GADDAM**

**Residence Address**: Prajay Gruha Tara Apartments, Flat No: 101, Blockno:3, Kompally, R.R dist, Hyderabad-500014

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|  **Areas of** **Strengths and** **Expertise**  |

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| **Career** **Objective**  | Seeking a challenging position in Warehousing Operation / Distribution Logistics Management of a reputed Company / Group that offers opportunities to excel and exceed performance objectives, and affordable recognition in the form of growth in the roles and responsibilities and career progression in the organization.  |

By training, application and over 16 years of experience, I have developed into a highly skilled Warehousing Operations Management professional, with expertise in warehousing, logistics and distribution supply chain.

Given the overall performance objectives, I have become a self-mover with all the initiatives and commitment to achieve and exceed targets. I am enthusiastic, creative and consistent in bringing about continuous improvements. I am always eager to assume increased responsibilities and the challenges associated with ever evolving business environment.

I have the experience / expertise, with proven track record in the following relevant areas:

* **Operations Management:** Stores (Receipt, Stock & Issues); Warehouse, distribution and transportation logistics.
* **Planning & Organising:** Inventory Planning & Control; Safety & Quality Control; Key Performance Indicators (KPI) monitoring; Statistical Analysis and Management Reporting.
* **Resource Management:** Delegation and effective supervision; guide, train and develop team; customer service and relationship management.

This in short is me and my personality profile!

**CAREER HISTORY, ROLE & EXPERIENCE**

**Almoayyed Contracting CO Sr. Inventory & Stores**

**From Feb** 16 **to Oct 23 EMAS-ERP Officer**

**Manama, Kingdom of Bahrain**

**Job Profile: My key roles and accountabilities are the following:**

* Receipt, storing and issues of equipment (an inventory of over all products)

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|  | * Verification of supplies received in concurrence with requisitions and accuracy with the Supplier’s Invoices
* Maintained and ensured accurate inventory records; compiled records of supply transactions
* Review the progress report on weekly / monthly basis with all aspects (Documentation, issuance of suborders, / material availability).
* Shipping documents and verify the quantities as per order quantities / BOQ.
* Review records and reports on redundant / non-moving / slow moving and excess stock items and recommend action - including revision of stock levels and new / corrective procedures
* Developed and maintained strong working relationship with customers and functional managers
* Organized and participated in the periodic physical and computerized stock inventory checks
* Managed annual physical stock count and liaised with internal and external auditor
* Responsible for the general maintenance and upkeep of the Stores, discipline and code of conduct of the store’s personnel
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|   |  ➢ Owned up total responsibility for entire stock of equipment’s and preparation of detailed reports  |
|  | ➢  | Review and evaluate procedures and processes, provide recommendations for enhanced operations as well as to highlight and formulate any exceptions in the Stores Management  |
|  | ➢  | Coordinating with Purchase department to Procure Material On time. Planning and organizing of all activities of stockrooms and warehouse including subprocesses of: ordering, receiving, storing of approximately 30,000-line items, inventory, issuing and distribution to effectively meet the demands of materials, supplies, tools, equipment’s and parts.  |
|  | ➢  | Assigning of duties to the subordinates, supervise their work for quality, safety efficiency and productivity and in conformance to the laid down policies and procedures Coach, train and guide staff in order to enable their optimum performance and development including preparing their individual composite reports.  |
|  | ➢  | Review records and reports on redundant / non-moving / slow moving and excess stock items and recommend action - including revision of stock levels and new / corrective procedures  |
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|    |  | **CAREER HISTORY, ROLE & EXPERIENCE**  |
| **From** **Aug 13 to** **Feb 16**  | **Khalid bin Ahmed & sons LLC, Mechanical** **EMAS-ERP  Sr.Stores incharge** **Muscat, Sultanate of Oman**  |
|   | **Job Profile: My key roles and accountabilities are the following:** * Receipt, storing and issues of equipment (an inventory of over all products)
* Verification of supplies received in concurrence with requisitions and accuracy with the Supplier’s Invoices
* Maintained and ensured accurate inventory records; compiled records of supply transactions
* Review the progress report on weekly / monthly basis with all aspects (Documentation,
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|  | issuance of suborders, / material availability). * Shipping documents and verify the quantities as per order quantities / BOQ.
* Review records and reports on redundant / non-moving / slow moving and excess stock items and recommend action - including revision of stock levels and new / corrective procedures
* Developed and maintained strong working relationship with customers and functional managers
* Organized and participated in the periodic physical and computerized stock inventory checks
* Managed annual physical stock count and liaised with internal and external auditor
* Responsible for the general maintenance and upkeep of the Stores, discipline and code of conduct of the stores personnel
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|   |  * Owned up total responsibility for entire stock of equipments and preparation of detailed reports
* Review and evaluate procedures and processes, provide recommendations for enhanced operations as well as to highlight and formulate any exceptions in the Stores Management
* Coordinating with Purchase department to Procure Material On time. Planning and organizing of all activities of stockrooms and warehouse including sub-processes of: ordering, receiving, storing of approximately 30,000 line items, inventory, issuing and distribution to effectively meet the demands of materials, supplies, tools, equipment’s and parts.
* Assigning of duties to the subordinates, supervise their work for quality, safety efficiency and productivity and in conformance to the laid down policies and procedures Coach, train and guide staff in order to enable their optimum performance and development including preparing their individual composite reports.
* Review records and reports on redundant / non-moving / slow moving and excess stock items and recommend action - including revision of stock levels and new / corrective procedures

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| **From** **Sep’09 to** **Oct’12**   | **Modern Concrete Products LLC, Stores/Logistics** **EMAS-ERP Executive** **Sohar, Sultanate of Oman** **Job Profile : My key roles and accountabilities are the following:** * Receipt, storing and issues of equipment (an inventory of over all products)
* Verification of supplies received in concurrence with requisitions and accuracy with the Supplier’s Invoices
* Maintained and ensured accurate inventory records; compiled records of supply transactions
* Review the progress report on weekly / monthly basis with all aspects (Documentation, issuance of suborders, Raw material / material availability).
* Shipping documents and verify the quantities as per order quantities / BOQ.
* Review records and reports on redundant / non-moving / slow moving and excess stock items and recommend action - including revision of stock levels and new / corrective procedures
* Developed and maintained strong working relationship with customers and functional managers
* Organized and participated in the periodic physical and computerised stock inventory checks
* Effectively managed in-house transport fleet of vehicles for distribution of goods across the region, allocating and monitoring the Drivers and Helpers in synch with the stores personnel
* Coordinated with the sales team and customers ensuring timely deliveries and full satisfaction of the clients.
* Updating finished goods receipts an coordinating with despatch for sale of products.
* Managed annual physical stock count and liaised with internal and external auditor
* Responsible for the general maintenance and upkeep of the Stores, discipline and code
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of conduct of the stores personnel

* Planned, scheduled and coordinated all transportation services in and out of the

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|   | Warehouse ➢ Owned up total responsibility for entire stock of equipments and preparation of detailed Reports Review and evaluate procedures and processes, provide recommendations for enhanced operations as well as to highlight and formulate any exceptions in the Stores Management  |
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| **From** **Jan-07 to** **Sep’09**  | **Reliance Retail Ltd** **SAP Assistant Manager-Logistics** **HYDERABAD-VIJAYWADA**  |
|   |  |  **Job Profile: Taking care of entire gamut of Distribution management and supply chain management.**  |
|  | ➢  | Oversee the operations starting from Receiving the materials from procurement department and from various vendors and making GRN  |
|  | ➢  | Shifts and manpower planning  |
|  | ➢  | Posted at Vijaywada for setting up DC and launch of Nine Reliance Fresh stores at Vijaywada and Guntur & Hyderabad  |
|  | ➢  | Responsible for primary transportation and secondary transportation for F&V and FMCG operations.  |
|  | ➢  | Responsible out bound logistics  |
|  | ➢  | Fleet Management  |
|  | ➢  | Deploying of vehicles as per the PTMS plan for primary transportation.  |
|  | ➢  | Monitoring the trip sheets.  |
|  | ➢  | Monitoring the 3PLstaff performance  |
|  | ➢  | Handling the team of 30 members  |
|  | ➢  | Monitoring the inbound and out bound operations  |
|  | ➢  | Planning and preparing the load plan for out bound logistics  |
|  | ➢  | Over see the optimum utilization of vehicles space to meet the cost  |
|  | ➢  | Conducting floor meetings and motivating the staff for better productivity  |
|  | ➢  | Working on SAP I.S Retail 6.0 version and TMS environment.  |
|  | ➢  | Taking the challenges for special assignments for seasonal F&V& fmcg Operations  |
|  | ➢  | Vendor development and management  |
|  | ➢  | Involving in the critical issues and solving the problems  |
|  | ➢  | Heading Hyderabad Processed Food & Staples DC & Inventory & MIS Team, powered by 25 members working round the clock for overall DC operations at Central DC Andhra Pradesh  |
|  | ➢  | Responsible for entire DC operations, Order fillrate, Timely Dispatch & feedback.  |
|  | ➢  | Checking the material inflow and avoiding any unplanned material to reach DC.  |
|  | ➢  | Making Scheduled Store Visits for understanding the process bottlenecks to avoid confusions to improve the DC performance (Developed Store visit Policy and schedule). Taking creative preventive measures for utmost satisfaction of the customers.  |
|  | ➢  | Working on various projects to maintain optimum manpower utilization without compromising the performance and quality norms.     |
| **June’99 To Dec’06**  | **AFL-LIMTED** **(A Division of Airfreight Ltd)**  |

 **AGRANI Sr-Executive operations**

**HYDERABAD**

 **Responsibilities:**

* Profit centre management
* Assist Warehouse Manager in administration & operations, handling overall operations ➢ of the CFA.
* Managing Inventory stock of the CFA.
* Check the invoices.
* Maintain relation with customers for getting orders and for unloading of stocks ➢ within the stipulated time.
* Transport Co-ordination and timely dispatch & deliveries.
* Handling branch operations independently, reporting and coordinating regional office
* Team building, team leading and managing
* Gathering market intelligence – opportunities and market trends
* Managing and coordinating with the major and logistics accounts as per
* their requirement on daily basis and on time pick-up of their consignments
* and deliveries of their consignments on ALL INDIA basis. And sending the reports to customers ➢ Managing Collection.
* Ensuring proper implementation of ISO procedures according to the company norms. ➢ Managing a FIFO
* Setting up route plan to the stockiest.
* Generating MIS reports i.e. Receiving, Dispatch (Primary Movements), Shipping details With orders, Reports for Damage/Shortage/Hold.
* Monitoring shelf life of products, ensuring First in First Out to minimize obsolete stock.
* Kitting process to be fulfilled in advance as per the sales pre-alerts given by Regional office.
* Arranging trucks as per the load factor dispatch requirements.
* Verification of acknowledged copies and forwarding for billing.

**EDUCATION, & OTHER BIO-DATA**

**Academic Qualification**

**Graduate from Osmania University B com**

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| Father Name.  | GADDAM SANGAIAH  |
| Date of Birth  | 07-09-1973  |
| Religion  | Hindu  |
| Gender  | Male  |
| Marital status  | Married.  |
| Languages Known  | English, Telugu and Hindi  |
| Passport No  | : T2409306  |