



Jaison Vinod Saldana

Warehouse Supervisor/Inventory Controller/Customer Service/
Logistics Co Ordinator/Supply Chain/Digital Asset Management

My Contact

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📍 Burjuman, Burdubai

🌐 jaison-saldana-1b267b19

Academic Qualification

- **Diploma in Electronics & Communications**
Board Of Technical Examination,
Karnataka-2009
- **Pre University Board**
Dept of Pre University Education,
Karnataka-2006
- **Secondary Education Board**
Kannada Secondary Education,
Karnataka-2004

Key Skills

- Inventory Control
- Asset Management
- Document Control
- Quality Control
- Technical Support
- Team Lead
- Customer Service
- Data Updation

Computer Proficiency

- MS NAV 2015 -DYNAMIC BC 365
- SAP
- MS Office
- MS Excel
- Windows Applications
- Internet

About Me

I am a ambitious and hardworking multitask oriented professional job seeker with utmost adaptable character to any environment. My key strength is communication building strong relationships with people in order to deliver the best results, which can give me growth and platform to perform my ability.

Career Snapshot

- Overall 14 years of experience in the areas of Inventory control, Warehouse Management, Document control, Quality control and assurance, technical & Customer Support in India and UAE.
- Proficient in QA, handling and testing large and complex products.
- Technical Support professional with history of exceeding customer expectations. Provided knowledge and effective communication to increase customer satisfaction.
- Effective coordination with inter linked departments like QC and CRM.

Professional Experience

ILG EMEA(Formerly Known as SWISS WATCH GROUP)-D.W.C

December 2022 - Present

Position- Digital Asset Executive

Key responsibilities:

- Asset Management:- To Ensure Files & Folders copied in right directory in Server for Customer View.
- Sample Management:- To arrange & manage samples in Studio for the Assigned Projects(Photography & Videography).
- Finance Management:- Prepare invoices for Clients after completion of Each Projects & Prepare Monthly consolidated Report .
- Document Management:-Maintaining proper records of samples & invoices for Annual Financial Audit .
- Team Management:- Getting involved in daily tasks with Team & Update timesheet on regular basis .

Language Known

- English



- Hindi



- Kannada



- Konkani



Hobbies

- Playing Cricket
- Listening Music
- Watching movies
- Surfing Social Media
- Travelling New Destinations

Personal Details

Date of Birth : 28-09-1988

Passport Number : T2492351

Marital Status : Married

Visa Status : Employment Visa

Nationality : Indian

Driving License : Under Progress

RTA Permit No :16380091

ILG EMEA (Formerly Known as SWISS WATCH GROUP)-DWC

March 2016 – November 2022

Position:-Warehouse Supervisor /Team Lead

Key Responsibilities:

- Ensuring Timely order receipt processing for inbound shipments into the Facilities, according to Brand Categories.
- Supervising inventory management,inbound logistics, storage and Supplier Returns.
- Assist export process to our licensing partners.Preparing packing list for the consolidated invoices in Dynamics BC 365.
- Storing products safely & accurately accorindg to System Vs Physical Stocks, including E-Commerce.
- Maintaining proper records for compliance and statutory requirements for annual stock audit.

TVS ELECTRONICS LTD,Mumbai,INDIA(HTC Service Center)

January 2013 to January 2016

Position:-Inventory Controller/Team Lead

Key responsibilities:

- Maintaining Inventory(Good & Defective Spare parts of HTC Mobiles).
- Maintaining GRN Posting, Invoicing ,Call Closure and Cash Management in SAP System.
- Supervising Team for maintaining Tools & equipment in a proper Manner.
- Maintaining proper records for compliance and statutory requirements for monthly audit.

HCL INFOSYSTEMS LTD, Mumbai ,INDIA

June 2010 to December 2012

Position:-Engineer/Inventory Executive

Key responsibilities:

- Handling Level 1&2 repairs of Laptops & Projectors.
- Reporting Progress and decisions to the concerned Authorities.
- Preparing Material Request Sheet in excel & reporting to Store Manager.
- Demonstration & maintaining Equipment & tools.

I here by declare that the above mentioned information is true to the best of my knowledge and belief.

Date :

Place : Dubai

Jaison Saldana