

# RAKESH C. KANADA

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**CAREER OBJECTIVE:** Senior level professional with over 31 years of experience in credit control, procurement, logistics and Inventory management. Seeking a challenging role in a progressive organization where I can utilize my diverse skill set, leadership abilities, and extensive international experience to drive business growth and success.

## Overview of Work Experience:

<u>TENURE</u>	<u>ORGANISATION</u>	<u>DESIGNATION</u>
May'04 - Till Date	International Agencies Co. Ltd(S & I Division), BAHRAIN	Warehousing and Logistics Manager
Jan'98 - Apr'04	TNT Express Worldwide (BAHRAIN)	Branch Credit Controller
Mar'95 - Dec'97	TNT India Ltd (INDIA)	Credit Control Team Leader
Apr'94 - Feb'95	Elbee UPS Express Service LTD	Credit Control Officer
Jan'92 - Jul'94	Steel Case Industry	Accountant

## PROFESSIONAL SUMMARY:

A results-oriented Individual with a proven track record of success in managing various aspects of business operations. Skilled in negotiation, contract Management, Supplier relationships, and Inventory optimization. Experienced in implementing efficient processes and systems to enhance productivity and profitability. Proficient in Oracle ERP for procurement, Inventory management, and financial operations.

- **Procurement:** Responsible for organising and maintaining a central facility for the purchase of all Goods, services and contracts on a best price / best quality basis. Also ensuring the Smooth supply of material, consumables and equipment to the company.
- **Logistics:** Hands-on and leadership experience across range of logistics functions including planning, inventory management, customer service, forecasting, transport and distribution with a diverse group of companies, products and services.
- **People management:** Highly developed organizational skills, proven track record in excellent interpersonal skills and cross-functional team interactions with various teams to identify and remedy critical issues vital to mission success.

## WORK EXPERIENCE

International Agencies Co Ltd (INTERCOL), Bahrain

May 2004 till Date

### Warehousing and Logistics Manager

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Intercol one of the leading business groups in Bahrain with diversified business interests representing over 200 leading corporations, many of them blue chip multinationals. I am working in the S & I Division in the capacity of Warehousing and Logistic Manager.

#### Responsibility

- **Procurement Management:** Controlling the purchase and supply of all procured items & services, Negotiating price and terms of products with suppliers, Establishing terms, pricing, quality requirements, delivery, and contracts, Adhering to all company policies with particular regard to accounting procedures, Administering the online purchasing systems, Reviewing all contracts and agreements to achieve 'best price and best quality' purchasing, Preparing & processing requisitions, purchase orders & invoices for purchases, Giving sourcing input to colleagues to aid business planning and development, Making recommendations & advising senior management on all purchasing issues, Maintaining records of supplier contracts, agreements, goods ordered received, Managing vendor relationships and building effective supply chain partnerships, Placing order with the Suppliers and follow-up, Preparing the costing for the stock and Stock replenishment
- **Warehouse Management:** Day to day operations like Controlling stock including shelf-life, Maintain warehouse storage racks in perfect condition, effective stock placement, maintain optimum space utilization and records. Stock responsibility, accuracy & location.
- **Logistics:** Coordinating with courier, cargo and Airlines for clearing the inbound shipments and export shipments. Processing the paperwork for clearing the goods by taking approvals from DWL, TRA, Ministry of Environmental and Ministry of Information. Processing the claims for the losses arises due to short supply, damage, tampered and for various other reasons.
- **Distribution:** Distribution of the stock to internal as well as external customers. Planning dispatch in cost effective manner, Take control of warehouse transport vehicles and equipment's.
- **Internal Auditor:** Conducting Quality and Environmental audit to verify accuracy of records, ensure conformance to standards, and inspect financial and operational information to ensure procedures are correct and accurate. Compile audit findings and recommend revisions to systems and procedures, conducting semi-annual & annual stock audits.

#### Achievements

- Control department expenses, Man management, Implement and follow procedures, responsible for department & staff requirements like training etc.
- Management Representative for ISO 9001-2008, ISO 14001, and OHSAS.

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**Branch Credit Controller**

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A Multinational Services Provider in the transportation and express industry with 969 offices in 200 countries with annual revenues in excess of US 5 Billion.

**Responsibility**

- Maintaining the debtors ledger having 450 trading Normal Accounts, 75 prepaid Account and House Accounts
- Successful setting up and implementation of Credit Policy helped TNT (Bahrain) to control the age debt collection and achieve the Debt collection budget over the year which includes the guidelines and procedure for follow up the payments.
- Specialized Skills in debt collection helped me to improve the debt deteriorated situation in TNT (Bahrain) in year 1998, which was having 36% of debt over 90 days and 13 weeks outstanding in the market while easing the cash flow constraints.
- Personal visits to the customers enable analysis of existing problems, which is used to promote the business. Such visits help in Credit rating of the customer thereby reducing the risk of bad and doubtful debts.
- Excellent communication Skills and Personal visits to the customers enabled me sign some of the major accounts in Bahrain.
- Was responsible for Dammam (Saudi) branch collection in the year 2003 for 6 months.
- Was responsible for the Administration department, the main achievement was successfully relocating the office from Diplomat Area to Muharraq Area.

**Achievements**

- An ***excellent track records*** of high achievement having won/Best Receivable Improvement Awards in 1999-2003 in row for highest collection and **achievement of the KPI over the budget.**

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**TNT INDIA LTD (INDIA)**

Mar 1995 to Dec 1997

**Credit Control Team Leader**

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A Multinational Services Provider in the transportation and express industry with 969 offices in 200 countries with annual revenues in excess of US 5 Billion.

**Responsibility**

- Started my career with TNT India as Credit Control Executive handling South Mumbai region, commercial HUB for Mumbai
- During my tenure as Credit Control Executive I have won Best Collection Award for South Mumbai for 2<sup>nd</sup> Quarter in the year 1996.
- Based on the above performance I was given a special assignment to visit Ahmedabad in 3<sup>rd</sup> Quarter 1996 to streamline the debt situation which was successful.
- On the overall performance in 1996 I gained the position of Credit Control Team Leader for entire Mumbai, Ahmedabad, Surat and Pune.
- The over-all customer base in Mumbai, Ahmedabad, Surat and Poona was 1500 No's for which I was responsible along with 13 Credit Controllers under my supervision.
- Ongoing performance in 1997 earned me a job abroad in Bahrain as Branch Credit Controller to streamline the debt situation.

**Achievements**

- Won Best Collection Award for South Mumbai for 2<sup>nd</sup> Quarter in the year 1996.
- Promoted to the position of Credit Control Team Leader for Western India region
- Promoted as Branch Credit controller for Bahrain Branch.

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**ELBESS UPS EXPRESS SERVICE LTD**

April 1994 to Feb 1995

**Credit Control Officer**

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Multinational Services Provider in the transportation and express industry with in more than 200 countries with annual revenues in excess of US 6 billion.

**Responsibility**

- This was my first experience in courier Service Industry. I had an opportunity to learn the basics of courier business-development and customer Relationship.
- Was responsible for North Bombay having client base of 175 Nos.
- Traveling widely and meeting customers in person enabled me to develop marketing skills and enhanced confidence.

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**STEEL CASE INDUSTRY**

Jan 1992 to Mar 1994

**Accountant**

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**Responsibility**

- The company engaged in manufacturing of steel furniture's started as an Accountant. This job provided me practical experience of book-keeping. The job involved keeping of books of Account, bank operation, Petty Cash handling and Auditing.

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**QUALIFICATIONS**

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**ACADEMIC** : **Bachelor of Commerce (Accounts)** from Mumbai University

<u>Year</u>	<u>Course</u>
1988	Government Commercial Diploma
1993	Diploma in Business Management
2015	MBA in Logistics and Supply Chain Management

<b>PROFESSIONAL CERTIFICATIONS</b>	:	2005	Certificate course in ISO Quality Audit
		2006	Certificate course in ISO Environmental Audit
		2017	Certification in OHSAS Audit

## SKILLS

- Procurement and contract negotiations.
- Logistics management and distribution.
- Credit control and debt collection.
- Inventory optimization.
- Auditing and compliance.
- Team leadership and cross-functional collaboration.
- Working knowledge of Oracle ERP for procurement, Inventory, and financial operations.

## PERSONAL PROFILE

Permanent Address : Bldg.No.35 Flat No.42, Road no.4001,  
Block NO.340, Juffair, Kingdom of Bahrain.

Current Location : Bahrain (Willing to Relocate)

Date of Birth : 10<sup>th</sup> December 1970

Marital Status : Married

Passport No : P3210528

Languages Known : English, Hindi, Marathi & Gujarati

**Rakesh Kanada**