

RESUME

SUDAGARAN NARAYANAN

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E-Mail ID : jitu88suda@yahoo.co.in

Goal Oriented - Inventory – Transportation Specialist

Career Objective

- To combine my professional knowledge with my analytical aptitude to innovate and to achieve new heights through dedication and hard work.

Achievements

- Pre-opening of Golf Course Hotel Kenya Limited, Nairobi, Kenya .
- Implementing & giving training to Storekeepers of B1-SAP (MM Module) at True Value Homes India Private Limited.
- Negotiating with Foreign Banks for Buyers Credit (ECB) at lowest Interest rate at Sri Laxmi Timbers Pvt. Limited

Work Experience	<ul style="list-style-type: none">➤ At Present - working as a Stores - In charge at Golf Course Hotel Kenya Limited, Nairobi, Kenya.➤ 9 Months – Experience as a Transport Manager at Emperor Motors Limited, Kampala, Uganda.➤ 4 years Experience as a Central Stores - Incharge at Golf Course Hotel Kenya Limited, Nairobi, Kenya. 5 years experience as a Store & Purchase Incharge at Golf Course Hotel Kenya Limited Nairobi, Kenya.➤ 3 years Experience as a Asst. Manager (Imports & Exports) at Sri Laxmi Timbers Pvt. Ltd, Pondicherry➤ 1 year Experience as Asst. Manager (Accounts (Stores)) at Damanico Properties Ltd. Kampala, Uganda.➤ 2 Years Experience as Asst. Manager (Purchase & Stores) at True Value Homes India Private Limited, Chennai.➤ 1.5 Years Experience as Store Clerk at TATA Projects Limited. Hyderabad.➤ 4 Years Experience as Store Assistant at Hidesign, Pondicherry.
My Strengths	<ul style="list-style-type: none">➤ Ability➤ Punctuality➤ Optimistic in nature➤ Hard working➤ Continuously updating knowledge & upgrading skills. <p>Efficient to guide and work to bring the maximum output as per the requirement of the concern</p>
Technical Qualification	<ul style="list-style-type: none">➤ D.T.P.➤ Certificate in Hardware and Networking➤ Tally

Academic Profile	<p><u>Certificate : Supply Chain Management</u></p> <ul style="list-style-type: none"> ➤ e-Learning Collage ➤ 2021 <p><u>Post-Graduation : M.B.A. Materials Management</u></p> <ul style="list-style-type: none"> ➤ Annamalai University, Tamilnadu. ➤ 2002 – 2007 <p><u>Graduation : Bachelor of Computer Application</u></p> <ul style="list-style-type: none"> ➤ Pondicherry University Community College. ➤ Pondicherry – 605 008. ➤ 1999 – 2002. <p><u>Higher Secondary : Tamil Nadu State Board</u></p> <ul style="list-style-type: none"> ➤ Calve College Govt. hr. Sec. School. ➤ Pondicherry – 605 001. ➤ 1997-1999 <p><u>Secondary School : Tamil Nadu State Board</u></p> <ul style="list-style-type: none"> ➤ Seventh - day Adventist hr. Sec. School. ➤ Pondicherry – 605 001. ➤ 1997 												
Skills	<table border="0"> <tr> <td>Accounting Software</td><td>: Tally ERP.</td></tr> <tr> <td>Material Management Software</td><td>: SAP- (B1), ERP</td></tr> <tr> <td>DBMS</td><td>: Visual Basic, Java</td></tr> <tr> <td>Operating Systems</td><td>: Oracle, MS-Access, Star-Base</td></tr> <tr> <td>Tools</td><td>: Windows, MS-Dos</td></tr> <tr> <td></td><td>: MS-Office, Star-Office</td></tr> </table>	Accounting Software	: Tally ERP.	Material Management Software	: SAP- (B1), ERP	DBMS	: Visual Basic, Java	Operating Systems	: Oracle, MS-Access, Star-Base	Tools	: Windows, MS-Dos		: MS-Office, Star-Office
Accounting Software	: Tally ERP.												
Material Management Software	: SAP- (B1), ERP												
DBMS	: Visual Basic, Java												
Operating Systems	: Oracle, MS-Access, Star-Base												
Tools	: Windows, MS-Dos												
	: MS-Office, Star-Office												
Main Projects	<p>1. Material Management System.</p> <p>Done in Visual Basic 6.0 as Front End with Access as Back End</p> <p><u>Description :</u></p> <p>This project deals with software development to Roa-Alkalies Ltd., to assist them in computerizing their Billing, Sales Report and in preparing Reports based on their various needs</p> <p>2. Salary Management System.</p> <p>Done in Visual Basic 6.0 as Front End with Access as Back End</p> <p><u>Description :</u></p> <p>This project deals with software development to Grobest Feeds Corporation (India) Ltd., Chennai to assist them in computerizing their Payroll System and in Generating Reports based on their various needs.</p>												

**Job
Description**

8. As a Stores – Mar 2024 to Till Date

at Golf Course Hotel (Kenya) Ltd., Nairobi, Kenya

Central Stores :

- Material Planning and Control activity, Mini-Max, Re-Order Level, ABC Analysis, Non Moving Items Control and maintaining the personal records for employees for issue of equipment, laptops, etc.
- Managing the physical loading, unloading, storage and Identification and preservation of the stores.
- Periodic physical stock verification of the stores from time to time and annual stock verification.
- Liaison with the purchase for the low stock and over stock items and follow up for the same.
- The capability of handling stores with very large number of items like Linens, Crockery, Cutlery, Glasses, Furniture's, Amenities, Cleaning Items and other consumables.
- Engineering items such as civil, electrical and MEP items
- General stores for office stationery and Other Items.
- Manage the team to achieve the institute's expected response.
- Work together with the indenter / user departments to ensure that required parts are made available to user departments.
- Scrap disposal, E Waste & Hazardous waste regulations where relevant, Used Oil.
- Work as part of the Central Stores team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimize results and improve quality of delivery.
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.

7. As a Transport Manager - June 2023 to Feb 2024

at Emporer Motors Limited, Kamapla, Uganda

- Overseeing the daily maintenance of vehicles in the fleet
- Conducting vehicle inspections
- Assigning vehicle repair and maintenance duties
- Monitoring driver qualifications and training
- Inspecting loads and preventing overloading
- Keeping and transmitting complete and accurate records for each vehicle in the fleet, and for cargo transported
- Manage the development, performance and maintenance of the organisation's transport to produce an efficient transport service, maximising performance, value and profitability against pre-agreed targets
- Ensuring that the transport team understands its duties and its role within the organisation
- Plan to maximise profitability & develop new initiatives.
- Meet your targets and those of the team
- The smooth running of the transport and team
- Contribute to training and development of the team and organisation as a whole
- Maintain responsibility for performing all duties in compliance with related legal/statutory, regulations, professional duties, responsibilities and obligations, including insurance.

6. As a Manager – Central Stores – May 2019 to May 2023

at Golf Course Hotel (Kenya) Ltd., Nairobi, Kenya

Central Stores :

- Material Planning and Control activity, Mini-Max, Re-Order Level, ABC Analysis, Non Moving Items Control and maintaining the personal records for employees for issue of equipment, laptops, etc.
- Managing the physical loading, unloading, storage and Identification and preservation of the stores.
- Periodic physical stock verification of the stores from time to time and annual stock verification.
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- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.

As a Manager – Purchase & Stores – May 2014 to May 2019

at Golf Course Hotel (Kenya) Ltd., Nairobi, Kenya.

Purchase:

- Responsible for creating several effective purchasing policies that saved several departments a considerable amount of money.
- Assisted in designing and implementing the new purchasing computer network.
- Met regularly with departmental managers to track actual spending and make sure that spending stayed below budget.
- Enquires
- Monitored Industry Prices to obtain best available pricing,
- Preparing Comparative Statements.
- Evaluated and improved processes to effectively fulfill purchase orders.
- Effectively communicated with vendors, and supply chain personnel to resolve backorders and delays.
- Resolved order discrepancies and processed returns to vendors
- Established relationship with new vendors , maintained and built upon existing vendor relationships
- Ensured vendor invoices are documented and processed in a timely manner.
- Looked for ways to reduce cost to the company, such as evaluating costs of purchasing from various
- Negotiated Suppliers terms and conditions.
- Preparation of stock report monthly basis.

- Preparation of purchase budget as per requirement.
- Communicated with Directors and Managers periodically to improve inventory management.
- Coordinating with Stores
- Liasoning and other Commercial activities

Stores:

- Raising indent of material as per requirement.
 - Receiving the materials in store as per specification and stores after checking them with the contents of the Goods Received Note (GRN)
 - Store the materials in the allotted places
 - Maintain proper record of receipt, issue and balance of all items of materials
 - Employ location coding and stores coding for easy identification of every item of stores
 - Maintain the Stores department in a tidy manner
 - Protect material from losses due to fire, theft, evaporation, obsolescence etc.,
 - Issue stores, against proper authorization, in right quantity of right specification, and at the right time
 - Ensure that the stock neither exceed the maximum level nor go below the minimum level at any point of time
 - Prevent unauthorized persons entering into the stores
 - Co-ordinate the work of staff in the stores department
 - Implementation of FIFO / LIFO management systems
 - Implementation of ABC material classification systems
 - 5S system
 - Periodic comparison of bin card balances with physical quantities in the bins.
 - Advise management of obsolete and slow moving stocks.
 - Preparing Gate pass & DC for Returnable and Non-Returnable materials
 - Submitting Bills to Accounts dept. for payment
 - Coordination with other depts. such as Planning, Purchase.
 - Preparing Monthly Reports
 - Responsible for Unloading of Materials by arranging labours.
 - Stock Cards Posting
 - Communicated with Directors and Managers periodically to improve inventory management
 - Coordinate with Other Departments
 - Maintaining Imports Documents
 - Reconciliation of customer account and Supplier account
- Other Commercial & Bank activities.

5. As a Asst. Manager – Imports & Exports

at Sri Laxmi Timbers Pvt. Ltd.(Mar. 2010 to Sept. 2011) & (Oct.2012 to Apr.2014)

- LC (Letter Of Credit) Opening
- Buyers Credit (External Commercial Borrowings) arrangements
- Follow ups of all banking activities, bank Reconciliations
- High Sea Sales
- High Sea Purchase
- LC (Letter Of Credit) Closing Payments
- Customs duty payment
- Coordination with Clearing Agents / Shipping Agents
- Export Documents Preparation
- Insurance claims
- Stock Reports
- Clearing Agent Payments
- Advance Payments
- Maintaining Bill of Entry & Other Documents(A1 Forms)
- Maintaining Import Documents

Other Commercial & Bank activities

4. As a Asst. Manager (Accounts (Stores))

at Damanico Properties Ltd., (Oct. 2011 to Jun. 2012)

- Raising Monthly Rental Invoices
- Follow Up of Monthly Rental Invoices
- Follow up of all banking activities, bank Reconciliations
- Labour Wages Preparation
- Advance Payments
- Supplier Payments
- Reconciliation of customer account and Supplier account
- Receiving materials from supplier by checking quality & quantity wise
- Issue of Returnable & Non-Returnable materials to technician and workers
- Preparing & Maintaining Material Inward
- Maintaining Material Issue Slip for both Returnable and Non Returnable Materials
- Preparing Gate Pass & Delivery Challan for Returnable and Non Returnable materials
- Stock Reports
- VAT Filing thru URA Portal
- NSSF Filing thru URA Portal
- Paye Filing thru URA Portal
- Maintaining Import Documents
- Insurance claims

Other Commercial & Bank activities

3. As a Asst. Manager – Purchase & Stores

at True Value Homes (India) Private Limited (Feb. 2008 to Mar. 2010)

- Enquires
- Monitored Industry Prices to obtain best available pricing,
- Preparing Comparative Statements.
- Evaluated and improved processes to effectively fulfill purchase orders.
- Effectively communicated with vendors, and supply chain personnel to resolve backorders and delays.
- Resolved order discrepancies and processed returns to vendors
- Established relationship with new vendors , maintained and built upon existing vendor relationships
- Ensured vendor invoices are documented and processed in a timely manner.
- Looked for ways to reduce cost to the company, such as evaluating costs of purchasing from various
- Negotiated Suppliers terms and conditions.
- Verification of stock report monthly basis.
- Preparation of purchase budget as per site requirement.
- Communicated with Directors and Managers periodically to improve inventory management.
- Coordinating with Stores.
- Implementation of B1-SAP (Material Management Module)
- Giving Training to Store Keepers in SAP
- Stock Verification
- Store Related activities
- Other Commercial activities

2. As a Store Clerk

at TATA Projects Limited (Oct. 2006 to Feb. 2008)

Projects: **Giral Lignite Thermal Power Plant Project**, Barmer, Rajasthan.

Projects: **Railway Gauge Conversion Projects**, Cuddalore Tamilnadu.

- Preparing SMR (Site Materials Requisition)
- Receiving materials from supplier by checking quality & quantity wise based on Purchased Order.
- Issue of Returnable & Non-Returnable materials to Site Workers
- Issue of Returnable & Non-Returnable materials to contractor based on their scope of work.
- Maintaining DMRR (Daily Materials Receipt Register)
- Preparing MRR (Materials Receipt Report)
- Preparing (MRIV) Material Requisition cum Issue Voucher for both returnable and non returnable materials
- Maintaining MRIV by contractor wise
- Preparing Gate pass & DC for Returnable and Non Returnable materials
- Sub-Contractors Reconciliation
- Submitting Bills to Accounts dept for payment
- Coordination with other depts. such as Planning, Purchase.
- Preparing Monthly Reports
- Preparing & Maintaining way Bills and Road Permits.
- Responsible for Unloading of Materials by arranging labours.
- Stock Cards Posting
- Preparing Identification Tags for each Materials
- Billing works of supplied materials to client
- Dispatching of Materials to other site and Warehouse.

	1. As a Store Assistant at Hidesign (Aug. 2002 to Aug. 2006) <ul style="list-style-type: none"> ➤ Receiving materials from supplier by checking quality & quantity wise ➤ Issue of Returnable & Non-Returnable materials to technician ➤ Preparing & Maintaining MRI (Material Receipt Indent) ➤ Preparing & Maintaining GRN (Goods Receipt Note) ➤ Maintaining Material Issue Slip for both Returnable and Non Returnable Materials ➤ Stock Cards Posting ➤ Preparing Identification Tags for each Materials ➤ Preparing Gate Pass & Delivery Challan for Returnable and Non Returnable materials ➤ Submitting Bills to Accounts dept. for payment ➤ Implementation of Steerprise - ERP Systems – MM Module
Personal Details	<ul style="list-style-type: none"> ➤ Male ➤ Indian ➤ Married ➤ Hindu ➤ D.O.B.13-06-1980 (44 years)
Passport & Visa Details	Passport No: X 7378381 Visa Type: WORK PERMIT
Languages known	Tamil, English, Hindi (Speak Only), Swahili(Basic-Speak Only)

DECLARATION

I here by declare that all the information furnished above is true to the best of my knowledge.

PLACE :
DATE :

SIGNATURE
(N.SUDAGARAN)