



GANESH RAJAN

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Location: Discovery gardens, Dubai. | Nationality: Indian

Logistics & Supply Chain Professional – *2+ years of experience*

ABOUT ME

- Record of leveraging every customer interaction as an opportunity to make an impact, consistently seek to understand customer needs
- Capability to implement strategies to ensure productivity while evaluating task performance within specified time frames
- Proficiency at handling ERP such as SAP with experience in planning, customer service or supply chain
- Demonstrate service-oriented and customer focused attitude with maturity in dealing with conflict through superior communication skills
- Efficient at developing business development strategy and close working relationship with planning, logistics ensuring efficiency and alignment with cross-functional coordination & collaboration
- Hands-on expertise to drive sustainable growth and expansion through boosting time domains and forging strong relationships with clients
- Ambitious and energetic professional, recognize the importance and drive process compliance linked to sound understanding of all aspects of order fulfillment process

SKILL SET:

- Customer Relationship Management
- Freight Forwarding
- Supply Chain Management
- Logistics & Inventory control
- Business Development
- Communication & Interpersonal Skills
- Administration & Strategic Management
- Team Management
- Detail-Oriented
- Marketing Management
- Project Leadership
- Conflict Resolution
- Process Improvement
- Stakeholder Management
- Strategies & Processes Designing
- Performance Improvement
- Risk Management
- SAP S4 HANNA
- Sales force Management

PREVIOUS EXPERIENCES:

Marketing Executive | Fofi Marketing Pvt Ltd –Chennai, India | Jul 2018 – Dec 2018

D.O.B – 15-Sep-1997

Languages known: English,Tamil.

EXECUTIVE SUMMARY:

Accomplished in supporting business growth, meeting requirements of regulatory compliances while ensuring legal compliance to all policies and procedures. Ability to improve/expand business operations and achieve its mission and vision through excellent understanding of business matters. Distinctive at developing competencies in oneself and the team while providing them with objectives, tools, developing the successor & back-up plan. Good communication and organizational skills; steered initiatives to further bolster a company's reputation & commercial success.

Academic Details:

(MBA) Logistics and Supply Chain | Indian Institute of Logistics, Chennai, India

(BBA) Bachelor of Business Administration | D.G Vaishnav College, Chennai, India

WORK EXPERIENCE:

Supply Chain Coordinator | Order Management | USA | Hewlett Packard Enterprise | Jan 2021 – April 2022

- Manage overall purchasing activities for site operation in cost effective and timely manner through root cause analysis
- Handle the entire purchasing cycle from sourcing, RFQ, PO, expediting, receiving and closure while monitoring all the communication with partners in Sales force tool and processing the orders fully in SAP S4 HANNA TOOL.
- Coordinate & support global purchasing activities between intercompany and stakeholders
- Update and maintain database on purchases, materials, suppliers and costing
- Co-ordinate receipt of invoices and delivery notes for approval while attending to Custom Queries Submission of Customs Manifest Reconciliation System
- Manage, monitor and follow up with all stock level and inventory as well as perform regular stock take and maintain stock records
- Verify inventories taken against system and investigate discrepancies initiating re-order of inventory as required such as generating credit notes and more
- Develop and maintain the process documents (SOPs) with accurate E2E ownership of specific country/region and fulfilling their orders

Documentation Executive – Caravel Logistics Pvt Ltd | Mar 2020 – Jan 2021 (Dubai Back Office)

- Processed internal request for permit declaration (import, export, transshipment, strategic goods permit)
- Provided advice to internal and external customers on custom clearance related matter
- Circulated Customs' announcement internally and externally creating switch bill of lading, master bill of lading, Non-Negotiable bill of lading
- Led maintenance of permit records and generated monthly permit records and invoicing, including input of costs and revenue and ensured timely and accurate billing
- Managed the entire workload of filing of documents and upload document to in-house system

Logistics Executive | Sea Prince Logistic LLC - Jebel Ali Free Zone, Dubai, UAE | Internship | Jul 2019 – Sep 2019

- Communicated and received/sent pre-alerts to all stakeholders: shipping lines, airlines, shipping agents, freight forwarders and local customers
- Managed all administrative matters of freight and customs operations: bookings, orders tracking, documentations, custom declarations, cash outlay co-ordination, shipments follow-up, monitor clearance & deliveries
- Handled timely receipt and submission of documentation for import and export of air/sea freight clearance: AWB, HAWB, Permits, Manifest, Commercial Invoice, Packing List, Bill of lading, Certificate of Origin, Hazardous Cargo Declaration etc.
- Co-ordinated Import and Export freight bookings including Air / Sea (FCL/LCL) / Cross Border Trucking / Inland Clearance & Trucking
- Tracked and traced shipments resolved any issues regarding billing or shipping discrepancies, communicated timely correspondence back to customers and vendors