MOHAN SIVATHANU K S

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**STORE KEEPER|BUYER- PARTS PROCUREMENT|INVENTORY MANAGEMENT|INVENTORY CONTROLLER|**

***SYNOPSIS***

* Currently, I am working with Dubai International Airports LMV fleet maintenance Performance based contract under the management of Emirates General Transports and Services Company,
* I am Highly passionate about spare parts and stores management,
* Having a good work experience with spare parts procurement through best negotiations in a well efficient manner,
* I have very good vendor contacts for the LMV and HMV vehicles,
* Requesting for quotation from different vendors in a mean time and then procuring best material by considering the opinion from workshop supervisors,
* Analyzing the performance of materials procured based on cost and life from different sources,
* Analyzing the inventory through ABC method,
* Making cycle counts on stock materials through regular interval basis to avoid the stock level falling below the reorder point,
* Replenishing the stocks as per the Economic Order Quantity (EOQ) on regular interval basis,
* Maintaining inventory in coordination with the Project manager subject to the annual budget of the higher management decisions,
* Tracking reports on obsolete stocks and taking actions immediately,
* Rotating stocks management,
* Coordinating with the store supervisors, workshop supervisors and project manager for the inventory management and control,
* I am pro-active in regular works to keep avoid any delays,
* Maintaining clear documentations for spare parts and sublet invoices and petty cash documents which will be submitted to accounts through AP batch.

***SOFTWARE experience***

* ERP-ORACLE - Estimation making, Work-order making with technical writings such as Vehicle asset number, Reported date and time, Labor booking, Sublet Purchase order making, Parts Request, Spare parts Purchase Order, Goods receiving and issuing, Invoice batching for Accounts Payables submission with Emirates Transport.
* MAXIMO – Work-Order creation, technical writings, service and parts entry with Dubai International Airport.

***PROFESSIONAL QUALIFICATION***

* A bachelor’s degree in Automobile Engineering (2013-17 with 65 %) certified by Anna University, Tamil Nadu, India.

***PROFESSIONAL EXPERIENCE – 3 YEARS***

**EMIRATES GENERAL TRANSPORTS AND SERVICES COMPANY UAE** - RAK CERAMICS, ET-HO & DUBAI INTERNATIONAL AIRPORT PROJECT *SEP ‘18 till Present*

**DUBAI INTERNATION AIRPORTS PROJECT SEP’19 TILL PRESENT**

Presently, I am working with the Dubai International Airports Corporation, dealing with the spare parts procurement, inventory management / control with the ERP software of Emirates Transport management, for the luxurious LMVs like Toyota, Nissan, Chevrolet, GMC and Ford.

On the mean-time, I am well experienced with, customer greetings, listening to their complaints, making work-order and parts posting in Maximo software, coordinating with supervisor, dealing with materials, maintaining inventory balanced report with ERP software of Emirates Transport Company.

**INVENTORY MANAGEMENT AND CONTROL**

* Based on the demands and consumption of the materials, I am well experienced with taking RFQs from different vendors with best negotiations on mean time,
* I have good work experience in releasing LPO with prior approval from the concerned Manager, and following up with the respective vendor for the materials delivery and keep updating to the supervisor,
* Also well experienced with follow up for partially delivered materials as per the LPO,
* Keep updating my supervisor upon the receipt of the materials ordered,
* Coordinating with the store team, to take cycle counts based on the ABC analysis, and maintaining the accurate inventory balanced report,
* I will monitor the materials movement and replenish the stock items of the Economic Order Quantity level by considering the actual challenges in materials delivery,
* I am well experienced with maintaining inventory monthly budgets,
* Well experienced with handling audits at any circumstances,
* I will keep monitoring the stock levels and stock durations in order to avoid obsolete stocks,
* I am well versed with FIFO concepts, issuing materials to the user departments based on the Issue Requisition Note ( IRN ) dully signed by the concerned superior officer,
* I have good experience with organizing inventory with the budget limits,
* Taking cycle counts on inventory items on regular time interval to avoid variance in inventory and to replenish stock before it falls below the reorder level,
* Stock-taking on regular interval basis to maintain balanced inventory report,
* Maintaining proper records,
* Good supplier contacts in UAE for buying OEM, genuine and aftermarket spare parts at best price possible in market for LMVs like Toyota, Nissan, Mitsubishi, Chevrolet, GMC and Ford,
* Organizing stocks through well planned ergonomic utilization of available store space and proper codification, thereby minimizing the effect of material tracking and handling,
* Good experience in inventory management and control,
* Well experienced with Invoices submission with the Accounts Payable (AP) using ORACLE ERP,
* Good experience in documentation & handling store audits of any nature.

**Challenges we faced with Dubai International Airports project**

* Since we as a team started this project, there were some challenges we overcame during those memorable periods,
* We as a team, maintained a very good relationship with the Dubai Airports staffs, officers, and managers, thereby we smoothened the work flow with the DAC team,
* Since, this is a performance based project, I planned and organized the Maximo software along with the services that were carried out for the Dubai Airports vehicle, to meet the KPI for 100 percentage, and received appreciation from my Managers and supervisors.
* We worked as a team and running this project in a successful way.

**RAK CERAMICS PROJECT SEP’18 TILL OCT’19 & ET H.O OCT’19 TILL SEP’19**

Handled spare parts procurement and successfully managed store-room inventory for the Heavy commercial equipment’s and vehicles.

* Good supplier contacts in UAE for buying OEM, genuine and aftermarket spare parts at best price possible in market for commercial Heavy equipment’s such as Forklifts – Komatsu, Caterpillar & Hyster, Wheel loaders – Komatsu, Kawasaki and Caterpillar, Skid loaders – Bobcat, Sweeper machines – Dulevo, Dump-trucks – Mercedes Benz and Tanker – Hino.

SUDHARSANAM TRANS AND CRANES, CHENNAI, INDIA

**Junior Supervisor | Workshop Coordinator** *MAY ‘17 - APR ‘18*

* Scheduling PM service and arranging service filters,
* Coordinating workshop activities and requirements,
* Communicating with team for daily maintenance plans and activities.

***ADDITIONAL INFORMATIONS***

* Availability : Upon confirmation
* Linguistics : English, Tamil, Malayalam, Hindi
* Address : S/o. D.N. Kasinathan, 5/27A-12, Vaigai Nagar, Puliyurkurichy, Thuckalay – 629175, K.K. District, Tamil Nadu, India.
* D.O.B : 29th July 1996

Hope my work experience suites your requirements for the post of Automotive Parts Store keeper in your reputed organization.

Hereby I assure you, that I will learn quickly about the work environment in your organization and develop my knowledge and skills, thereby I will perform my duty wholeheartedly to play a pivotal role in achieving the organization goals through teamwork.

Look forward to your call to meet in person so that we can discuss in detail.

Warm Regards, Dubai, Mohan Sivathanu K S 12 SEP ‘20