BALAKISHEN RAJAIAH GADDAMEDI

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**Objective**

Contribute in successful growth of an organization to achieve goals and objectives by utilizing skills of supply chain management and skill up gradation through continuous learning.

# Summary

Dynamic professional experience in the field of Supply chain & logistic Management Operations. End to End Supply Chain & Logistic Operations in day to day activities. Knowledge of warehouse management, reconciliation of inventory management, transportation management, procurement management, order management, strong & crossing function between internal & external vendors.

# Skills

|  |  |
| --- | --- |
| **Professional** | **Personal** |
| Operations Management | Effective Communication Skills |
| Order Management /Order Fulfilment | Problem Solving Skills |
| Reconciliation of Inventory | Time Management Skills |
| Teamwork Skills | Relationship Building Skills |
| End to End Documentation | Management Skills |
| Raising PR, PO, PI, GRN & Others  Coordination with External Server Providers System Implantation  People management | Planning & Organizing Skills |

# Education

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Institute & Board | Passing | % |
| Post-Graduation Diploma | Supply Chain & Logistic Management,  Garware Institute of Career Education and Development , Mumbai University | 2014 | 65% |
| Bachelor of Management  Studies | Valia College of B.M.S & B.Sc IT ,Mumbai University | 2010 | 67% |
| H.S.C. | Valia College of Arts , Science & Commerce , Maharashtra State Board | 2007 | 63% |
| S.S.C | St. Joseph’s High School Juhu | 2005 | 60.19% |

## Professional Experience

## Glanbia India Pvt Ltd

Role: Customer Service Representative – Ops – Supply Chain ExecutiveDuration: 06th August 2018 – Till Date

Responsibilities - (Team Size – 6)

* Conducting training, guiding to each and every team person.
* Assigning the duties and responsibilities to each team member periodical.
* Conducting weekly meeting, brain storming, briefing and updating the loopholes and sharing the solutions.
* Co-ordinate with customer service team for proforma invoices/ advance payment remittance for smooth execution of order and providing solution to team members
* Visiting Bhiwandi warehouse for inspection , training and guiding in dispatch operations
* Ensure compliance of import documentation required for shipments imported from Glanbia USA/Chine
* Tracking of international shipments with airlines/sea lines/CHA
* Customer code creation in SAP ERP
* Reviewing and Monitoring Order Management of Import & Domestic Orders
* Checking and Approving E-WAY Bill (Both Whiling inward Importing and Supply Outward Domestic Sales)
* Request/order promotional samples via SAP ERP.
* Updating Samples as per regular requirement in CRM ERP
* End to End Documentation checking
* Looking total & complete domestic Logistic
* Maintain inventory of promotional samples at Glanbia India office.
* Re-packing & dispatches of commercial shipment from third party warehouse.
* Hand delivery of samples to customers if required on urgent basis.
* Coordinating with courier companies for dispatch of samples /commercial shipments.
* Sample repacking activity if material received in bulk.
* Visiting third party warehouse (Bhiwandi) on monthly for inventory and Keep a regular check on stocks & storage conditions at third party warehouse.
* Visiting to Air Cargo Andheri and JNPT for inspection of import shipment and Moving to third party WH.
* Co-ordination with printing agency for printing of promotions items and other required office stationery.
* To take care of general administrative back office activities at Mumbai office.
* Maintaining expense statements for office administrative expenses External
* Work closely with importers/distributors for follow ups for POs , advance payments, documents required for regulatory compliance.
* Ensuring compliance with respect to Import documentation.
* Follow up/ closely work with CHA for customs clearance of import shipments and For Special Valuation Bond in an advance before the shipment arrived. Calculating the import duties and arrangement of funds.
* Shipment tracking – import & domestic
* Regular updates to customers regarding dispatches /delivery of orders.
* Co-ordinate with importer for delivery of shipment to customer. Keep a track of shipment and ensure timely delivery to the customer.
* Follow up with customers for overdue payments.
* Follow up with courier/logistics companies for quick dispatches of samples/shipments.
* Making Weekly Work Report , Order Reports , Payment Reports etc
* Secondary Sales managing Analysing rates and other details.
* Stock analysis in respect In-hand, In Transit, Ageing and other order related work.

Events /Shows:

1. Support in marketing events/shows/exhibitions.
2. Support in FIT India events.

**Overall SKU – 45 ,**

**Total Volume importer 2018 Qty 494.038 MT and**

**2019 Qty 656.613 MT and**

**2020 Till Date Qty 692.144 MT**

**On Average 6 import shipment Monthly and Domestics Sales on Daily basis 10 Orders.**

## British Scaffolding International Limited

Role: Supply Chain ExecutiveDuration: 15th June 2017 – 04th August 2018

Responsibilities(Team Size – 4)

* System Implementation of Operations (Production Management, Procurement Management, Vendor Management, Sales Management, Inventory Management, Order Management)
* Creation of Raw Material Master, Finish Goods Master, Customer Master, Vendor Master, Inventory Master, Bill of Material (BOM).
* Reconciliation of Inventory & Analysis (Raw Material, Packing Material, Finish Goods)
* Sending Inquires, Getting Quotation, Preparing Comparing Sheet, Vendor management, Generating RM Orders, Generating Work Order etc.
* Coordinating with external service providers like (Vendors , Transporters , CHA & Labor Contractor)
* Coordinating with Australia , China & Dubai Team - (Purchase & Sales Inventory)
* Tracking & Tracing all shipments (India , UAE , China & Others)
* Monitoring all transaction details [Purchase Orders, Goods Receipt Note, Purchase Invoice , Sales Transaction , Scrap etc)
* Monitoring Raw Material, Finish Goods & Packing Material inventory.
* Coordinating with External Service Provider – IT team for new implementation , formats & modification
* MIS Report - Sales,Purchase,Inventory
* Visiting to Nashik Factory
* Updating export details

# Sirmaxo Chemicals Pvt Ltd

Role: Logistic ExecutiveDuration: 18th September 2014 - 14th June 2017

Responsibilities (Team Size – 10)

* Order Management / Replenishment / Order Fulfilment
* Creating New Master Creation, Product Master, Proforma Invoice, Goods Inward Note, Generating Goods Received Note, Purchase Requisition, and Purchase Order. Material Delivery Acknowledgement (MDA)
* Inventory Management, Reconciliation, Calculating Self Life of Product.
* Visiting to Factory (Tarapur-Biosar) and Warehouse (Vile Parle - West) every quarter for FG, RM, PM, for stock Audit purpose.
* Preparing Check List as per tender awarded Orders.
* Reverse Logistic, Purchase Return Follow up.
* Dispatch Scheduling, Dispatch Planning.
* Updating Production Planning & Forecasting Sales.
* Tracking ‘C’ & ‘I’ Forms & Follow up
* Controlling & Minimization of penalties in executing of orders.
* End to End Documentation.
* Implementation of systematic work flow.
* Online Road Permit form, Tracking & Tracing Shipments.
* Coordinating with various vendors & internal departments.
* MIS & Others reports

# Godfrey Phillips India Ltd

Role: Purchase & Dispatch Officer – I Duration: May 14th 2012 – Septemberh 17th 2014

Responsibilities - (Team size – 7)

* Raising PR, PO, GRN
* Pre & Post Documentation for import purchase & export consignment
* Coordinating with CHA, transporters & other suppliers vendors
* Monitoring all types of Gate Pass (Excise, Commercial, Returnable & miscellaneous
* Tracing & tracking shipments
* Manual & Online Road Permit Forms
* Updating daily dispatch planning

# Sakshi Agencies MFG BOPP Films

Role: Operational Executive Duration: April 2011 – May 12th 2012 Responsibilities - (Team Size – Single Person)

* Generation Job Card
* Preparations of PO’s, Quotation ,LC etc
* Working on ‘C’ (Receiving & issuing)
* Preparing Export Documents
* Monitoring inventory
* Coordination with CHA & others

# Glaze Dental Depo Pvt Ltd

Role: Store In charger & Operational Executive Duration: April 2010 – March 2011

*Responsibilities* - (Team Size – Single Person)

* Day to day updating stocks
* Inward & Outwards receipts
* Physicals & system inventory
* Generation PO’s
* Coordination with others departments

# Computer Skills

*SAP & CRM*

SKY ERP Hazel Mercantile Software – Manufacturing Model (MM)

MYOB – Australia Team Software

TCS ION ERP

Oracle ERP R – 12

MS – Office, Excel, PPT

ERP Tally 9.0

# Personal Details

* Date of birth : 11th December 1987
* Languages known : English, Telugu, Hindi, Marathi
* Marital Status : Married

# Hobbies & Other Interests

* Cycling
* Playing Cricket
* Travelling

# Declaration

I hereby declare that the information furnished above is the true to the best of my knowledge.

Date: ---/-------/2021 Signature

Place: **Mumbai**  (‘Balakishen R.Gaddamedi)