

Mahesh Sahadevan

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Summary

Talented and motivated professional with 9+ years of hand on experience in UAE handling operations, logistics and supply chain. Efficient strategic planner, problem solver, and strong team leader committed to engaging new processes that empower the team to deliver and support revenue generating objectives. Open and clear communicator at all levels and supply chain operations expertise. Seeking a challenging role which will build and enhance the skills and experience gained throughout my professional career.

Skill Highlights

- Supply Chain Operation
- Logistics Expertise
- Complex problem solver
- Materials Purchasing
- Inventory Analysis / Material management
- Service-focused

Experience

PURCHASE AND LOGISTICS INCHARGE --17/12/2012- Till Date Advanced Dies and Tools FZCO, JAFZA

Advanced Dies & Tools, established in 2005, in Jebel Ali Free Zone. We are pioneers in Design and Supply of Machined components and Assemblies, Prototypes, Molds, Dies and Press Tools, In the Middle East for Plastic, Aluminum & metal industry, for varied applications. We employ state-of-the-art technology, machinery and systems in producing world-class quality products that meet the needs of our growing portfolio of multinational clientele.

ROLES AND RESPONSIBILITIES:

- Provided a focal point of materials purchasing, leasing between contractors' and vendors for all relation to material procurement and logistics.
- Controlled costs through accurate planning, waste reduction, purchasing and costeffective operation procedures.
- Preparing material requests analyzing the actual requirement, bid analysis and reviewed purchase orders for completeness to ensure smooth supply of materials offshore
- Expedited deliveries along with continually monitoring suppliers to ensure progress against purchase orders as in line with ETA agreed.
- Organize discussions internally with the production to understand and review the actual requirement.
- Arranging kickoff meetings with suppliers, vendors or engineers ensuring that instructions are clearly explained and understood
- Effectively managed and coached a team of buyers to maximize operational efficiency.
- Negotiated contracts with outside providers to minimize cost to the company and achieve best price, good quality, and expedite deliveries.
- Tracking the inventory timely to monitor and ensure that so that there is no discrepancy.
- Responding correspondingly for the emails and taking actions accordingly.
- Plan shipments based on product availability and customer request.
- Strong knowledge of optimum routes [Air / Sea / Road], Jebel Ali Custom, Export & Import procedural / documentation.
- Strong Knowledge in Customs clearance process such as Declaration Passing, COO making , Jebel Ali In bound and Out bound gate pass ,customs documentation with exit stamping of export shipment.
- Coordinating With freight forwarders for shipment ETA, Container Booking, DO collection and container delivery.
- Analysing Freight forwarder quote for Sea freight both LCL,FCL and Airfreight with CIF&CFR Terms and monitoring the shipment for ontime clearance and delivery.
- Submitting Customs documents to Customs through ZAJEL Service.
- Coordinating with Land Transporters and Courier Services for delivery and collection of Goods.
- Strong Knowledge on Dubai Trade Services.
- Maintaining related records and databases to review and to present accomplishments and process the management.

PROCUREMENT OFFICER -- 12/07/2011 – 16/05/2012 Impex United Trading CO

ROLES AND RESPONSIBILITIES:

- Estimate and establish cost parameters and budgets for purchases
- Create and maintain good relationships with vendors/suppliers
- Make professional decisions in a fast-paced environment
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Develop plans for purchasing equipment, services, and supplies
- Negotiate the best deal for pricing and supply contracts
- Ensure that the products and supplies are high quality

Academic Qualifications:

MBA(HR&MARKETING) from Anna University in 2011 with 85%

Achievements:

- Dubai Trade Training completed successfully which was conducted by Dubai Customs.
- Successfully implemented the Vendor Managed Inventory project.
- Implemented proper detailed data of ETA process throughout the team which and has helped our production/planning to get the abstract details and plan accordingly. This is followed day today basis.

Personal Details:

Date of Birth: 11 OCT 1988

Marital Status: Married

Passport Details: S9719117, India

Expiry Date: 18/09/2028

Current Visa Status: Employment Visa

License: UAE valid Driving License

Declaration:

I hereby declare that all information given above is true to the best of my Knowledge and belief.

Mahesh Sahadevan