

Resume



Bijoy Wilson

Age :47 years.

Date of Birth :
28th April 1976

Gender: Male

Contact No:
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0971-504515762

E-mail:
wilsonbijoy@gmail.com

Visa Status
Nil

Passport Details :
Nationality: Indian
Valid till:30/10/2029

Marital Status :
Married

Religion:
Christianity

Salary Expected:
Negotiable

Address
Chakkitail House
Thurticad (P.O)
Kallooppa, Pathanamthitta
Kerala-689597 (India)

Career Synopsis

Am a person with integrity & commitment, having knowledge in the field of “**Commercial/Administration/Warehousing/Logistics.**”, having over all work experience of more than twenty years., in India & UAE. Having excellent communication, administration & management capabilities, am able to contribute positively in attaining departmental and overall objectives of the organization

Competence in

- Commercial Operations
- Warehouse Management
- Purchase & Vendor Management
- Logistics
- Administration & Management.
- Customer Handling

Skills

- Well organized and team work leadership skills.
- Excellent interpersonal skills.
- Communication & Negotiation skills.
- Knowledge of multiple languages (English/Hindi/Gujarati/Urdu/Malayalam).
- Focused and able to get things done.
- Willing to learn and improve.

Educational Qualifications:

- Bachelor of Commerce (Gujarat University-India) , Year 1997.

Computer Awareness

- ERP, MS Office (Word, Excel, Power Point), SAP

Work Experience (Functions & Responsibilities Handled)

- Interacting with hierarchy of senior management, providing the needed reports, understanding the requirements and plan/organize /manage and enforce & implement effectively the policy decisions.
- Efficiently manage and lead teams with strength ranging from 15 to 150 members from diverse ethnic background.
- Oversee warehouse, inventory control, material handling, transportation and customer service.
- To organise the safe and efficient storage and distribution of goods, and to ensure that orders are fulfilled (carried out) correctly
- Conduct daily operational standup meetings, routine supplier alignment meetings, answer tactical request from local teams.
- Maintain - materiel receiving, warehousing and distribution operations by initiating, coordinating and enforcing operational & personnel policies and procedures.
- Ensure accuracy in the data entry in WMS including all stock transactions-receiving, put-away, picking, packing, dispatch , cycle counts , stock takes.
- Identify and resolve any escalations, discrepancies and propose solutions.

Had taken a work break to
take care of Father's health.

- Monitor/Control inventory, conducting physical counts, Identify & resolve inventory discrepancies and ensure inventory & system stock reconciliation.
- Ensure accuracy in the data entry in WMS including all stock transactions-receiving, put-away, picking, packing, dispatch , cycle counts , stock takes.
- Ensure all procedures are properly documented, understood, and all employees are fully trained.
- Ensure all SOPs and H&S standards are met and reviewed on a regular basis.
- Ensure the warehouse storage is as per the designated layouts
- Plan the dispatch schedules and ensure timely dispatch of sales orders, managing company vehicles/drivers and also arrange outside vehicles to ensure smooth order execution.
- Oversee route planning and load scheduling for multi-drop deliveries.
- Allocate physical and human resources between operation areas.
- Involved in any staffing issues and disciplinary procedures.
- Maintain good housekeeping standards in all warehouse controlled areas.
- Manage existing logistic providers. Monitor their performance; negotiate rates, resolve issues if any. And Identify/finalize new providers where and when required.
- Manage and resolve issues related to sales returns, damaged goods, and replacement.
- Participate in Audits and follow up on actions and improvement areas.

Work Experience (Organisation's worked with)

- **DUCAT HEAVEY TRUCKS SPARE PARTS TRD LLC (UAE)**
Designation: **Commercial Operations & Warehouse Manager**
Work Period:- January 2015 To August-2020)
- **NAGREEKA INDCON PRODUCTS PVT LTD (INDIA)**
Designation: **Commercial Operations Manager**
Work Period:- (October 2012 to October 2014)
- **TEMPLE PACAKING PVT LTD (INDIA)**
Designation: **Commercial Operations & Warehouse Manager**
Work Period:-September 2010 To September 2012
- **POLYCAB WIRES PVT LTD (INDIA)**
Designation: **Officer Commercial Operations**
Work Period:-April 2001 To August 2010
- **Hebron Enterprises (INDIA)**
Designation: **Customer Care Executive**
Work Period:- February 1999 to March 2001

I would be available for joining work immediately and assure you that with utmost integrity and dedication I would do the work assigned to me.

Yours Faithfully

Bijoy Wilson.

