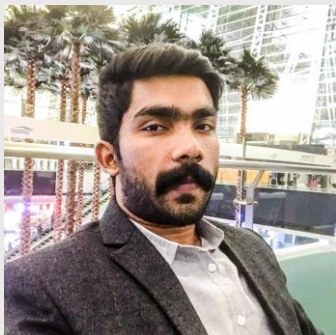




PROFILE ATTRIBUTES

- ❖ **Operations**
- ❖ **Warehouse Management**
- ❖ **Administration**
- ❖ **Inventory Management**
- ❖ **Marketing & Sales**
- ❖ **Customer Service**
- ❖ **Supply Chain & Logistics**
- ❖ **Development & Sampling**
- ❖ **Research & Planning**
- ❖ **Production Supervision**
- ❖ **Vendor Management**
- ❖ **Procurement**
- ❖ **Negotiations**



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International City, Dubai

MOHIT NANDATHMAJAN

PROFESSIONAL SUMMARY

Dedicated individual with more than 5 years of experience in management, leadership, import & export, trading facility. Familiar leading warehouse, procurement, negotiation and team management. Prioritizing professional communication in all aspects of management when interacting with employees, other businesses and clients. Excellent administrative experience and highly organized to keep multiple orders straight and on time. Utilize extensive knowledge of business and economics to achieve higher success in exports and import trading. Efficiently assisted the operations of a trading Firm for 5 years. Hands-on experience with warehouse management, inventory management, production and planning, procurement, sourcing and purchasing, export invoicing and packing list, vendor management, customer relation monitoring, and performing sales order reports. Effective administrative experience and highly organized leading a team to perform multiple tasks under short timelines.

EDUCATION

- **BSc IT** from **Kuvempu University (2016)**
- **GNIIT Program** from **NIIT, Delhi (2016)**
- **Senior Secondary** from **Bharti Public School, Delhi (2011)**
- **Higher Secondary** from **Kerala Education Society School, Delhi (2009)**

Pan Asia Crafts Exim
Operations & Sourcing, Co-founder
2019 – Mar 2021

Responsibilities

- ✚ Entirely managing the day-to-day operations
- ✚ Handling the trading facilities
- ✚ Vendor management
- ✚ Ensuring smooth and reducing the delays in the supply chain process
- ✚ Research and Development of new product
- ✚ Managing the sampling process
- ✚ Inspection at vendor facility

KEY SKILLS & COMPETENCIES

- *Distinguished communication skills both written and orally.*
- *Skilled managerial ability and leadership traits.*
- *Familiar with overseeing and training multiple employees.*
- *Effective administrating abilities.*
- *Strong professional and interpersonal skills.*
- *Critical thinking, evaluating and decision-making capabilities.*
- *Goal oriented and organized.*
- *Passionate towards multiple projects.*

PROFESSIONAL SKILLS

- *MS-office suite*
- *Internet, etc.*
- *Adobe photoshop*
- *Network troubleshooting*
- *Installing and troubleshooting*
- *IT peripherals*

HOBBIES

- *Travelling*
- *Listening to music*
- *Sports*
- *Cultural activities*

- ✚ Managing shipments from vendor facility
- ✚ Handling Payments and Negotiations, Contracts
- ✚ Packaging and Labeling Management
- ✚ Warehouse management & Administration
- ✚ Warehouse safety management
- ✚ Supervising the warehouse & production team
- ✚ Sourcing and procuring products
- ✚ Price negotiations and quality Inspection
- ✚ Procurement consulting for domestic buyers across country
- ✚ Product development assistance

M/s Rickshaw Delivery

Assistant Operations Manager

January 2016 till January 2019

Responsibilities

- ✚ Managing entire export shipments towards US Continent.
- ✚ Organizing and monitoring all customer purchase orders.
- ✚ Creating supplier orders against the customer purchase orders.
- ✚ Following up with the vendors for timely delivery of goods.
- ✚ Performing frequent quality and production inspections at vendor's facility for direct export shipments.
- ✚ Inventory management — overlooking the goods received, maintaining the GRN and controlling the movement of stock towards warehouse for packaging.
- ✚ Direct supervising and forecasting in-house production
- ✚ Managing production related machineries with respected domestic and international companies supplied from
- ✚ Overlooking and planning the raw materials for production
- ✚ Quality inspection of In-house production, directing to selection and rejection process considering the quality aspects
- ✚ Warehouse Management — providing instructions to warehouse and stock supervisor for export packaging
- ✚ Allocating Daily and To-do activities for the warehouse to perform
- ✚ Overlooking daily reports created by warehouse supervisor on Export packaging and each employee performance towards the same
- ✚ Maintaining packaging reports and updating the same to senior managerial staff
- ✚ Creating export packing list and invoice
- ✚ Performing customer order shipment and pending reports. Analyzing and implementing for timely and faster delivery of export shipments
- ✚ Customer order analytics and planning production for each and every product based on the customer purchasing trend.
- ✚ Reviewing production shortfall and reducing the gaps
- ✚ Communicating with customers regarding production updates and shipments positions
- ✚ Addressing and resolving customer Issues on timely basis
- ✚ Ensuring customer satisfaction and building strong business relations
- ✚ Working closely with customers for sample developments
- ✚ Initiating strategies for timely closure of export shipments
- ✚ Capturing and editing images of newly developed samples for catalogue and website

- ✚ Closely worked with software developing company in order to automate the entire organizational structure by implementing software for managing all manual process and to make it a single destination for all process.

Cloudnine Hospitals Bengaluru
Associate Systems Engineer
2015-2016

Responsibilities

- ✚ Managing and controlling all IT Instruments and network connectivity
- ✚ Implementing of Tele networks
- ✚ Troubleshooting network related issues
- ✚ Troubleshooting Mid-Size printing machines
- ✚ Auditing of IT Instruments on Monthly basis and Allocating Instruments for the Organization

OFFICIAL TRAVEL EXPERIENCE

- Visited **Nepal** on August 2017, for Supervising Direct Export shipment from Nepal to US Continent.
- Visited **China** to attend 122nd Canton Fair on October 2017, for Sourcing Raw Materials and New Machineries for Production, resulting into 50% Cost cutting and faster production in comparison with Domestic Machineries.
- Visited **United States of America** on January 2018, for attending Tucson Rocks and Minerals Show 2018, Arizona. Holding B1/B2 Visa from the period of 2018 till 2028.

I will do the best of my potential to bring a uniform force for achieving the Organizational goals and come up to my senior's expectation if provided a chance to prove my worth.

GENERAL INFORMATION

- **Date Of Birth:** December 22, 1992
- **Nationality:** Indian
- **Marital Status:** Single
- **Languages:** English, Hindi & Malayalam
- **Passport No:** K4352721
- **Visa Status:** Visit Visa
- **Current Location:** Dubai, UAE