

G BALAKRISHNAN

LOGISTICS ASSISTANT

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SHARJAH, UAE



PERSONAL INFO:

Name: G.BALAKRISHNAN.  
Father Name: A.GNANASEKARAN.  
DOB: 06.01.1991  
Gender: Male  
Nationality: Indian.  
Place of birth: M.ANDAMAN

VISA STATUS: VISIT VISA (TILL MAY 15)

PASSPORT NO: L4124849

LANGUAGES KNOWN:

- ENGLISH
- HINDI
- TAMIL

TECHNICAL SKILLS:

LANGUAGES -C, C++, JAVA &.NET  
OFFICE TOOL - MS OFFICE  
DATABASE - MS SQL  
ERP S/W –MICROSOFT DYNAMICS GP  
WEB DESIGNING - HTML

WORK SKILLS

- Logistics and Supply chain.
- Comprehensive knowledge of computer, internet, hardware, network, and its technical sides.
- ERP & Inventory management
- Customs Documentation
- Warehousing & Distribution work experience
- Freight Management.

CAREER OBJECTIVE

Seeking a challenging position and a satisfying career in an organization that fully utilizes my skills and attitude towards the mutual development of both the organization and myself.

WORK EXPERIENCE

LOGISTICS ASSISTANT

Bhatia Traders Bonded Warehouse Khalid port Sharjah, UAE. (JUNE-2017 to JULY-2020). - 3 Years &1 month.

JOB PROFILE:

- Coordinate and monitor Logistics and Supply chain operations.
- Supervise daily operations of order fulfilment processes in warehouse.
- Handling ERP, keeping track of inventory transactions & updating stock.
- Handling orders to Companies own Duty free shops and other local trading, Export and Imports.
- Generate GRN and DO through ERP for every transactions.
- Plan the shipment according to sales order from sales team.
- Coordinate with purchase team and vendors for stock, if not available or have shortage for fulfilment.
- Prepare customs Invoice and Packing list for every orders to be fulfilled.
- Process Customs Documents for Export, Import and local deliveries.
- Coordinate staff and recruit drivers according to requirements.
- Keep track of shipments for updating status to customers & management.
- Prepare accurate reports for upper management.

Main JOB Roles: I. ERP (MICROSOFT DYNAMICS GP)

➤ GENERATING GOODS RECEIPT NOTE and DELIVERY ORDER

- To physically examine the goods received in the warehouse and sending a detailed report about it to the purchase department to create PO.
- Verifying the Purchase order and making GRN against the same in ERP.
- Verifying day to day delivery schedule sent by the Logistics Manager.
- Obtaining Sales order of the respective delivery schedules from the sale department.
- To generate DO in ERP based on the sales order approved by Sales department.
- Updating the prepared GRN and DO to all necessary departments.
- Keeping track of the DO and preparing daily and monthly reports.

## II) CUSTOMS DOCUMENTATION AND CLEARENCES

- To prepare Invoice and packing list which includes all aspects of the inventory to be shipped, it includes Item description, packing type, and dimension, country of origin, weight, quantity, unit price and amount.
- Preparing Export and Import Documentation.
- Manual Submission of cleared Documents.
- Preparing Final stamping procedures for clearance.
- Preparing an excel inventory for customs related tasks.
- Preparing import Do for passing the import custom document.
- Preparing all the cleared document for manual document submission to customs.

## III) OTHER ROLES

- To maintain and update stock through MS excel in daily basis, which will help to track each and every transaction of goods.
- The Excel report are to be shared with all necessary departments for their reference.
- Daily scheduling of tasks with team and supervisor.
- Check report of damage items and arrange provision to return stock if needed.
- General office administrative support which includes responding to telephone and email enquiries, ordering office supplies, maintaining and updating office files in electronic format, tracking incoming and outgoing shipments.

**2) TEMPLATE EDITOR -3B2 (DATA CONVERSION-XML & PAGINATION) AT XCELLENZ TECHNOLOGIES COIMBATORE. (JUNE-2013 to JUNE-2017). - 4 Years**

### JOB ROLES:

- Converting document into xml file as per the requirements.
- Xml editor, suitable for editing data oriented documents.
- Pagination is the process of dividing web content into discrete pages either electronic or printed pages
- Creating reports using the Microsoft excel.

### ACADEMIC QUALIFICATIONS:

- **BACHELOR OF ENGINEERING IN COMPUTER SCIENCE** from Anna university -University College of engineering, ramanathapuram campus, with aggregate of 72.5% (2013).
- **DIPLOMA IN COMPUTER ENGINEERING** from Shivani Polythecnic College -J.J INSTITUTE trichy, with aggregate of 91.69 % (2009).
- **SSLC from** Ovc Higher Secondary school, manamadurai with aggregate of 84.8 % (2003).

### PERSONAL SKILLS:

- An effective communicator with analytical, interpersonal and problem solving abilities.
- Ability to work well with individuals in disciplined manner.
- Organized individual with follow-through abilities.
- Excellent presentation skills.

### TECHNICAL CERTIFICATION:

- Certificate Course in Hardware & Networking with distinction from Aptech computer .

### DECLARATION:

I hereby declare that the above written are true to the best of my knowledge and belief.

**G.BALAKRISHNAN.**