Job cover letter

Dear Sir/ Madam

Have a Good day,

**Job Application for - Logistics / Transport Administrative , Stock Clerk , Store incharge , Purchase Coordinator , Document Controller**

Please find details below

* I have worked in Abudhbai (UAE ) & Qatar experience in **logistics, supply chain / transport along with store Inventory, Documetnt Contoller along with purchaser experience**  more than 5 + years experience ,
* In India Hindisatn dorr Oliver company as ***Logistics Transport supply chain , /* Assistant Store Officer & purchase assistant, Document Contoller 2 years experience.**

TOTAL SIX YEARS EXPIRENCE IN STORE ALONG WITH EXPIRENCE OF PURCHASE COORDINATOR & LOGISTICS / TRASPORT ADMINISTRAVE & DOCUMENT CONTROLLER

I have attached my resume for your review.

Thank you for your time. I look forward to hearing from you.

Best regards,

Jayaraj    
Phone:00917619600378  
[Email:raju.gspi@gmail.com](mailto:Email%3Araju.gspi@gmail.com)



**CURRICULUM VITAE**

**JayarajDevadiga**

KrishnappaCompound

Near MangaladeviTemple

Mangalore-575001

**Indian -00917619600378**

**Applied for the position of any Suitable Post**

**Objective:** Seeking a challenging **Poisition** = ***Purchase Coordinator ,Supply chain Logistics / Transportation Administrative & stock Controller, Document Controller*** in growth oriented Organization that will leverage my experience and competencies.

**PERSONAL DETAILS**

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Name : RAMA JAYARAJ DEVADIGA

Father’s name : B.Rama

Permanent Address : As Above

Date of Birth : 22-01-1980

Contact Tel No : **00917619600378**

Nationality : Indian

Marital Status : Married

Email ID : raju.gspi@gmail.com

**EDUCATIONAL QUALIFICATION**

**Year School /University Subject / Area**

1995 CanaraHigh School S.S.L.C

1997 B.E.MCollege P.U.C

2000 CanaraCollege Graduation–(Economics, History & Pol. Science)

**Additional Qualification** : One Year Diploma in Computer Application &

Printing, Scanning& Internet Technology.

Certificate Course in Microsoft Office (MSO)

**Training : EHSMS AWARENESS**

**Capable of conversing fluently:** English, Hindi and Kannada

**(Cont…2**

***Worked in Consolidated Contractors International Group (CCC) (Water mega Reservoir , construction n Project Doha, Qatar) as a ,Supply chain Logistics / Transportation Administrative & stock Controller,Document Controller from16.01.2016 to 14.12.2018***

***Duties****:*

* Preparing Exit Material Gate Pass, & All documents
* Track orders to ensure timely deliveries
* Prepare shipping documents in ERP Software (Delivery Notes , purchase orders Invoices )
* Coordinate our supply chain procedures to maximize quality of delivery
* Schedule shifts for our drivers and warehouse staff
* Maintain updated records of orders, suppliers and customers
* Provide information to customers about the status of their orders
* Perform physical stock checks in a warehouse or stockroom setting.
* Preparing Monthly Time Sheet in ERP Software .
* Transport arrangement , trailer arrangements
* Coordinating site engineer for site requirement
* Communicating Employees Regarding daily Issues.
* Maintaining the Employees Profiles, & Maintaining all Confidential Records ,files & all related Documents
* Loading & offloading site materials & equipments
* Prepare Daily Production & Delivery Reports for Production Manager
* Dispatching materials to Site as per site requirement & as per Drawings
* Preparing delivery note (Steel pack software )
* Updating Undelivered reports in ERP software ,Stock Report .
* Site related works .proper materials segregation , checking housekeeping,
* Plan and arrange logistics required shipments.

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***M/s Gulf Steel Industries Co Ltd (Rolling Mills) Abu Dhabi UAE{Group of Al Nasser Industrial Holding Enterprises LLC .UAE Abu Dhabi}. 19/02/2013 to 31/03/2014 as a Purchase ,Supply chain Logistics / Transportation Asministrative & stock Controller***

**JOB RESPONSIBILITIES IN M/S GULF STEEL INDUSTRIES CO LTD,UAE ABUDHBAI**

* Plan shipments based on product availability and customer requests
* Track orders to ensure timely deliveries
* Prepare shipping documents (like invoices, purchase orders and bills of lading)
* Coordinate our supply chain procedures to maximize quality of delivery
* Schedule shifts for our drivers and warehouse staff
* Maintain updated records of orders, suppliers and customers
* Oversee the levels of our warehouse stock and place orders as needed
* Provide information to customers about the status of their orders
* Stock physical checking daily & also in system .
* Preparing purchase requisition
* Floating Material enquiry to supplier
* Coordinating with vendor for price & materials
* Preparing comparison sheet for each supplier
* Preparing Local Purchase Order in Gems & manual PO book.
* Receiving materials & arrangement for unload materials
* Taking approval for materials for concern department (Elect ,Mech,Instruement & Lab)
* Preparing GRN in (GEMS) systems & also manual with particular items code .
* Keeping materials particular place & also valuable materials keeping in safe place
* Issuing the materials
* Taking monthly issued stock.
* Coordinating with Plant each department for required materials
* Plan and arrange logistics required shipments.
* Maintaining records & document

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Worked in **GULF SPONGE IRON CO. LLC**{Al Nasser Industrial Holding Enterprises LLC .UAE Abu Dhabi}.

***Direct Reduced Iron (DRI) & Steel based Plant as a local, logistics / transport along with store Inventory along with purchase coordinator, Document Contoller since 11- Nov’08 to 10-09-2010***

* Preparing Exit Material Gate Pass, & All documents
* Plan shipments based on product availability and customer requests
* Track orders to ensure timely deliveries
* Prepare shipping documents (Delivery Notes , purchase orders and bills of lading)
* Coordinate our supply chain procedures to maximize quality of delivery
* Schedule shifts for our drivers and warehouse staff
* Maintain updated records of orders, suppliers and customers
* Oversee the levels of our warehouse stock and place orders as needed
* Provide information to customers about the status of their orders
* Updating Daily Attendance
* Keeping Records Delivery Notes, & Preparing local & Good Receive Notes in GEMS systems also manual. Prepare and maintain records and reports of inventories, shortages, and goods used or issued. (Maintenance items stock)
* Marinating Store Rack Cleanness.
* Warehouse maintenance and cleaning;
* Inspection of stocks.
* Keeping all issue note for issued maintenance items & updating fast moving items related to maintenance , also keeping tags for maintenance items taking
* Plan and arrange logistics required shipments.

**Storekeeper Experience In India**

**From –Dt 01-03-11 to 31-01-13 I was worked in Hindustan Dorr-Oliver Limited (Dorr-Oliver) Subsidiary of IVRCL Infrastructures & Projects Ltd.at OMPL Site,Mangalore,Karnataka**

**CLINT – {OMPL} ONGC Mangalore Petrochemicals Ltd.( Government of India )**

**PMC –TOYO ENGINEERING INDIA LTD**

**Our is PROJECT-Effluent Treatment Plant**

***Supply chain / Transportation & Assistant Store Officer , along with local purchase coordinator, Document Contoller***

**JOB RESPONSIBILITIES IN HINDUSTAN DORR-OLIVER LIMITED (DORR-OLIVER)**

* Maintaining inventory accurately and efficiently.
* Updating Daily Attendance
* For Unload Materials Proper arrangement 50 Ton Crane Hydra,
* Taking inventory all Mechanical Fittings & flanges & enforcement steels.
* Preparing Incoming Materials Inspection Report, checking stamp on materials & schedule etc.
* Proper Storage Systems Mechanical , Electrical panel , Diffusers .& also all materials
* Arranging Trailer for load materials.& also for unload arranging Crane ,Hydra .etc
* Clearance ARE-1 .Exports. Excise documents (MSEZ), Gate pass Entry & exit Materials
* Keeping Records Delivery Notes, & Preparing local & Good Receive.
* Warehouse maintenance and cleaning.
* Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
* Keeping all issue note for issued maintenance items & updating fast moving items related to maintenance , also keeping tags for maintenance items taking.

***M/s Al Khaleej Steel Industries L.L.C, ICAD -3Abu Dhabi UAE Date of joined 10/10/2014 to 23.06.2015* *as a Purchaser coordinator along with logistics, supply chain , Stock clerk ,Document Contoller***

* Preparing purchase requisition as per Store request slip checking Material stock.
* Also sending enquiry to Import materials from India, ,preparing purchase purchase order.
* Clearing duty exemption, Import Materials.
* Coordinating with suppliers for delivery materials.
* Coordinating with Plant each department for required materials
* Maintaining records & document
* Negotiate for the purchase of supplies, services and equipment
* Negotiate with suppliers, to locate sources of supply, to obtain price quotations through formal procedures, to select vendors, and to place purchase orders.
* To follow-up on purchase orders to ensure that the vendor fulfills the purchase agreement on delivery, and to ensure that the material supplied is in good condition.
* To handle, directly with the vendor, all correspondence concerning purchases, including price adjustments, the return of defective or incorrect materials, arrangement & coordinate of shipment.
* Foreign purchase and arrangement of PO base on stores requisition
* checking of stock availability.
* interim and year end stock taking
* arrangement of maintenance for all machines & all company vehicles and coordinating with the maintenance in charge

**PROFESSIONAL CAPABILITIES**

Always take the work with great sense of responsibility I like all public dealing job and can be success at any department of your esteemed organization.

**PASSPORT DETAILS**

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| PASSPORT NO. | L 9343010 |
| PLACE OF ISSUE | BANGALORE |
| DATE OF ISSUE | 15/05/2014 |
| DATE OF EXPIRY | 14/02/2024 |

**Declaration**

Kindly consider my application and provide me an opportunity in your organization for which act my kindness I shall be ever grateful to you sir.

Jayaraj

10.4.2019