

PREMA KUMAR. P

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Cont.NO: 0091-8848789867.



PERSONAL DETAILS

Date of birth : 10-03-1976

Gender : Male

Nationality : Indian

Marital status : married

Languages Known : Hindi, English, Malayalam and Arabic

OBJECTIVE

To work abroad and to work in a dynamic and challenging job environment where I would be able to significantly contribute to the organization's requirements while continuously enhancing my skill-set.

EDUCATION

GRADUTION

Completed Bachelor's Degree in **AUTOMOBILE ENGINEERING**

COMPUTER EFFICIENCY

Microsoft office, MS word Excel Access, Data entry

HSE

Completed Pre Degree- Passed out university of Calicut

SCHOOLING

Completed SSLC- Passed out Kerala Board of Examination

PERSONAL STRENGTHS

Controlling, Leadership, Dedication, Hardworking, Good team worker

Duties & Responsibilities

- Ordering spare parts from Germany, Turkey etc.
- Arranging parts from branches or co dealers on urgent requirement.
- Follow up claims with Germany for shortage or damage supply.
- Arranging parts in group wise to reduce time for picking the parts from bin locations.
- Providing convenient bin locations to reduce the space, as well as to find out the parts easily.
- Issuing parts to branches.
- Providing reports to Senior Managers on time to basis.
- Attending monthly meetings and discussions on new model vehicles and spare

WORK EXPERIENCE

- **Worked as Sales in Charge in Spare Parts Division in Emirates Transport LLC. Dubai since 2015 Sep- 2016 MARCH.**
- **The company mainly dealing with the MAN, VOLVO, HINO. RENALUT, & Heavy equipment parts.**
- **AL ATTIYA MOTORS Oatar- RENAULT Truck Dealer**
- **Sales In charge in RENAULT (AL ATTIYA MOTORS) co. LLC Oatar since 2014 May to 2015 Aug.**
- **ZF-SERVICE MIDDLE EAST DUBAI & OATAR (2002 Sept. to 2013. March),**

The company mainly dealing with the spare parts of Heavy vehicles likes Truck Trailer parts. Worked as Sales and marketing of parts. Local parts ordering according to production schedule. I've been worked in this company for last 13 years and 3 months. The main functional areas, to control over the stock of the company and guide/control my subordinates. Even though working as an inventory controller knows about the parts well. Making the inventory reports in monthly basis and submit to the higher authority. Reconcile the manual stock with the system stock. Maintain the import and export details of goods in the register as well as in the program. Maintain the stock out and in register properly. Quality checking of the products, making the export documentation paper and arranging the needy things for the exporting. Also, control over the subordinates and allocate the duties for them and checking whether they are doing their duties with in the time schedule. Making the reports like damage, non-movable products and submitting to the higher authorities. Also controlling overstocking and take necessary action to reduce the over stocking in the warehouse. Need to co-ordinate the export sales with the sales team and arrange the delivery within the time frame. Also have the experience in year ending process likes Stock taking and report making.

- **Worked for WASAN FORD MOTORS COC FORD Authorized Dealer) Mumbai India as a Service Technician since 2000 August until June 2002**

Passport Details

Passport No : V6586846
Date of Issue : 24/01/2022
Date of Expiry : 23/01/2032
Place of Issue : INDIA

DECLARATION

I hereby declare that the above written particulars are true to the best of my Knowledge and belief

PREMA KUMAR.P