**Laveen**

19 Years of Experience in UAE

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I am writing to outline my 19 years of (UAE) extensive experience and successful track records as a Project & Operations Manager. I have gained rich experience shall make a very substantial contribution to meet the intentions of in project/facility, security/safety management, warehouse/Supply chain/logistics/sales/marketing/operations managements which I believe are valued for your venerated organization.

For additional information about my proficiencies please view my attached specifics.

Right now I want to work for a reputable and exhilarating company like yours where there will be a big stage for my abilities. Therefore, I would welcome the chance of a consultation, where we would be able to discuss in greater detail the value and strength I can bring to your establishment.

I thank you for your time and look forward to hearing from you.

Yours sincerely

Laveen

**Personal Details**

**Name: Laveen Kumar**

**DOB: May 14, 1977**

**Nationality: Indian**

**Gender: Male**

**Marital Status: Married**

**Email:** [**laveenkumarg@gmail.com**](mailto:laveenkumarg@gmail.com)

**Contact: 050-6072402**

**Current Location: UAE**

**City: Dubai**

**Languages Known: English, Hindi, Malayalam, Urdu, Tamil and Arabic**

**Driving License: UAE/2003**

**Visa Status: Residence Visa/OCT 2020**

**Availability: Instant**

**Education**

* Graduation in Bachelor of Commerce.
* Diploma in Supply chain and Logistics management- Higher Professional Level from Institute of Leadership & Management.

* Mastering Warehouse Operations & Distribution Management-Marcus Evan professional Training.
* Security and Safety SSV Course Approved by Dubai Police. (FSG)
* Dubai Metro Security/Safety and WI Training. (FSG/SERCO)
* ISO and QHSE Training.
* Several leadership and interpersonal training.

**Industry Information (Experience)**

**FSG –PROJECT MANAGER**

**(DUBAI METRO – SERCO)**

Feb 2009 till Date

* To be responsible for the overall direction, coordination, implementation, execution, control of the project ensuring consistency with company strategy, commitments and goals.
* Responsible to manage and provide day to day guidelines for the workforce (More than 1000 staff).
* Maintaining an awareness of potential interdependencies with other projects and their impact.
* Manage the requirement as per ISO and QHSE.
* Adopting and applying appropriate technical and quality strategies and standards
* Identifying and obtaining support and advice required for the management, planning and control of the project.
* Managing project administration.
* Conducting a project evaluation review to assess how well the project was managed.
* Preparing any follow-on action recommendations.
* Maintain the SOP and KPI to BU satisfaction.
* Training multicultural teams. (Basics, WI, R&R, Familiarization, Methodology, QHSE & Refreshment.)
* Prepare and Deliver methodology as per project requirement.
* Managing network patrolling and risk assessment.
* Welfare and effective environments to ensure better business deals.
* Budgeting.
* Responsible for financial performance and risk management.
* Fulfil the SLA with Safe and valued business IFM.
* Reporting through agreed lines on project progress through [highlighted reports and end-stage assessments](https://www.finance-ni.gov.uk/publications/templates-programmes-or-projects).

**National trading and developing Est. (NTDE)**

Logistics and operations Manager (UAE)

2005 to 2009

* Strategically plan and manage logistics, warehouse, transportation and customer services.
* Direct, optimize and coordinate full order cycle.
* Liaise and negotiate with suppliers, manufacturers, retailers and consumers.
* Keep track of quality, quantity, stock levels, delivery, replenishment, transport costs and efficiency.
* Arrange warehouse service and space management. (Approx-65000+.Sq-Ft... i.e.55000+ pallet space).
* Plan routes and process shipments. (1800 to 2200 invoice one-time delivery (JIT/TQM) 1700 to 2000+ CBM in Dispatch volume)
* Workplace safety & security measures.
* MHE surveillance and maintenance.
* Fleet management and service with the support of GMS/GPS (more than 450+ vehicles).
* Resolve any arising problems or complaints.
* Maintain SKU’s as per WMS. (No SKUs handled 35000+).
* Manage resources from facilities and MEP.
* Staff accommodation management in compliance with BMS/BAS.
* Inventory, pilferage control and asset management.
* Supervise, coach and train warehouse workforce.
* Meet cost, productivity, accuracy and timeliness targets.
* Dealing with GRV.
* Dealing with procurements.
* Maintain metrics and analyze data to assess performance and implement improvements.
* Comply with SOP, KPI, laws, regulations and ISO requirements. Day to day reports and graveness based on (SAP) ERP, IMS & WMS.

**National trading and developing Est.**

Sales and Business Developing Manager (Dubai) 2003 to 2005

* Identifies trendsetter ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments.
* Locates or proposes potential business deals by contacting potential partners; discovering and exploring opportunities
* Screens potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
* Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals

**National trading and developing Est. (NTDE)**

Business Assistant Manager (Dubai & Northern emirates)

2002 to 2003

* Develop goals and objectives that tend to growth and prosperity.
* Design and implement business plans and strategies to promote the attainment of goals.
* Ensure that the company has the adequate and suitable resources to complete its activities (e.g. people, material, equipment etc.).
* Organize and coordinate operations in ways that ensure maximum productivity.
* Supervise the work of employees and provide feedback and counsel to improve efficiency and effectiveness.
* Maintain relationships with partners/vendors/suppliers.
* Gather, analyze and interpret external and internal data and write reports.
* Assess overall company performance against objectives.
* Represent the company in events, conferences etc.

**National trading and developing Est.**

Outlet Manager (Smokers center – City center)

1999 to 2002

* Completes store operational requirements by scheduling and assigning employees; following up on work results.
* Maintains store staff by recruiting, selecting, orienting, and training employees.
* Maintains store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
* Ensures availability of merchandise and services by approving contracts; maintaining inventories.
* Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.

***Skills***

* *Excellent communication, IT and interpersonal skills.*
* *Willingness to accept delegated responsibilities.*
* *Adaptable to work in a changing environment.*
* *Possess determination towards working for challenging projects with a*

*Competent team.*

* *Loyalty and positivity.*
* *Having an enthusiasm towards learning new skills and methodologies.*
* *Enthusiastic and committed.*
* *Organized and prioritized personal schedule.*
* *Compiled and edited comprehensive monthly activity reports.*
* *Daily user of databases MS OFFICE/ ERP/WMS/POS/IMS*