

**Name: Sajan Swaminathan**  
Tel: +91 9867590917; email: sajan.1509@gmail.com

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**PROFESSIONAL SUMMARY**

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B.com graduate, Diploma in Export Import Management with more than 6 years of experience in Supply Chain, Order Processing, Operations & Logistics in trading company.

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**CAREER OBJECTIVE**

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I aspire for a challenging position in a professional organisation where I can enhance my skills and strengthen them in conjunction with organisations goals in best possible way with sheer hard work, commitment & hard work.

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**ACADEMIC QUALIFICATIONS**

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- **Perusing (MBA) Post Graduate Diploma in Management, 2015**  
Welingkar Institute of Management Studies and Research  
(Corporate Batch of Hybrid Learning MBA for Working Professional's)
  
- **Diploma in Export Import Management, 2013**  
Welingkar Institute of Management Studies and Research
  
- **Bachelor of Commerce, 2009**  
V. K. Krishna Menon Collage of Commerce & Economics (Mumbai University)
  
- **Diploma Course in Computer Accounts, 2007**  
CMIT (VAT, TDS & Tally 7.2)

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**KEY SKILLS**

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Supply Chain Management	Order Processing	Inventory Management
ERP Systems	Letter of Credit	INCO Terms
Foreign Remittance	Invoicing / Billing	Customer Relations
Microsoft excel /word /power point		Import/Export

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**PERSONAL SKILLS**

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Hard working	Dedicated & Honest	Meticulous
Focused	Optimistic	Well Organized
Self-motivated	Team player	Initiative

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**WORK EXPERIENCE**

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**Manager, Operations & Logistics**  
**Geofluid Processors Pvt. Ltd. Mumbai, India.**

**October 2010 - till date.**

Responsibilities:

- Mainly responsible for catering to the requirements of the customers in accordance to the orders received from Sales team & ensure timely delivery of the orders.
- Responsible for the following aspects of the supply chain: order management, procurement, sourcing, import-export, inventory management, transportation, warehousing and distribution. Also involved in identifying and implementing initiatives to reduce the overall supply chain cost base.
- Responsible to monitor and evaluate customer demands and make recommendations where appropriate whilst challenging the forecast developed through systems and operational team for responsibility taking appropriate action towards demand planning.
- Experience of liaising with overseas suppliers and freight forwarders to initiate and organise shipments as per the readiness of the consignment.
- Experience in handling letter of credit and foreign remittance, merchant trade, high seas sale shipments, custom bonded warehouse transactions, etc.
- Experience in inventory management, demand planning, logistics & distribution.
- Experience in obtaining quotes from freight forwarders, transportations and making cost comparisons, establishing rate contracts for contract orders/ projects.
- Negotiation with overseas suppliers and getting special pricing and annual rate contracts.

Additional accomplishments:

- Experience in conducting internal audits as Management representative and achieved success in implementing ISO 9001:2008 systems in the company.
- Resolved issues related to accounts receivables & helped in closing major accounts due to strength in convincing skills & customer relations.
- Initiated improvements in the existing ERP systems within the company and implemented new ideas to support the sales team for easy transfer of necessary information.

**AWARDS & RECOGNITIONS**

**Awarded** as the "Employee of the year 2012 -13"

**Awarded** as the "Rising star of the year 2011-12"

**Promoted** as Manager Operations & Logistics in the year 2015

**Promoted** as Assistant Manager Operations & Logistics in the year 2013

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**Export assistant**  
**Elite exports. Mumbai, India.**

**June 2009 – June 2010.**

Responsibilities:

- To coordinate with overseas customers and taking requirements, order booking.
- To coordinate with local suppliers and release purchase orders to local suppliers as per the rates agreed by the management.
- To generate export invoice and to organize dispatches as per the shipment schedule.
- To handle export formalities, export documentation, etc.
- To assist in export claim procedures & accounts receivables.
- To coordinate with freight forwarders, customs clearing agents,

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**PERSONAL DETAILS**

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Date of birth: 15-September-1987

Nationality: Indian

Marital status: Married

Languages known: English, Malayalam, Hindi, Marathi, Tamil.

Hobbies: Cycling, bodybuilding, painting, etc.

Permanent Address: 205, B-Wing, Bldg 7, Adwait CHS,  
Star Colony, Dombivili East, Thane.  
Pin: 421201. Maharashtra, India

Contact No.: Mobile - +91-9867590917  
Residence - 0251-2871779

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I hereby declare that the information furnished above is true to the best of my knowledge.

- Sajan Swaminathan.