



ABDULSATHAR P

LOGISTICS MANAGER

Ex- Indian Air Force

Details:

Calicut

Kerala

India

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Skills:

Microsoft Office Word

Microsoft Power Point

Microsoft Excel

Microsoft Access

Flexibility and Adaptability

Hard Working

Interpersonal Skills

Self-motivation

Critical thinking and problem solving

Creativity

Communication

Multi Linguistic

Ability to Multitask

PROFILE:

Logistics Manager with 20 years of excellent service experience in Indian Air force. Looking for a career where there is a utility of skills and experience which I gained during my service life.

▶ Area of expertise not limited to the vast realm of logistics management.

▶ Inventory management.

▶ Supply chain system management.

▶ Handling of equipment from planning to utilization and from withdrawal to disposal.

▶ Procurement and allied activities from tender drafting, advertisement, opening of bids and finalisation of contracts.

▶ Drafting of contacts and purchase orders.

▶ Receipt and inspection of consignments.

▶ Clearance of bills, raising of warranty claims against items received in defective condition.

▶ Receipt of equipment from user end and dispose-off accordingly.

▶ Drafting of letters for correspondence before, after and during procurement for smooth management of contracts in operation.

▶ Export and import documentations.

▶ Periodical inspections, preservation, accounting and life monitoring of items held in custody.

▶ ERP management and server room management.

▶ Computer operations and Microsoft Office suits.

▶ Physical security of installations and risk management.

▶ Expert in firefighting appliances against all classes of fire.

▶ Frisking and verification of employees and individuals who are to be given access to the premises.

▶ Self-disciplined and motivated.

▶ A team player with motivational and teaching skills.

▶ Management and social adaptability.

▶ Adaptability to new technologies and systems.

▶ Interested and curious in learning new things.

ASSOCIATED GLOBAL PLAYERS

Dassault Aviation

Thales Group

Hindusthan Aeronautical Ltd

Bharat Petro Chemical Ltd

Language Skills

Malayalam – Native

English- Fluent

Hindi-Fluent

Arabic- Beginner

Education

1999-SSLC (10TH)

2002- PDC

2007-BA Pubic Admin

2011-MA Sociology

2011- Certificate in security management of Strategic Installations

2012-Diploma in Materials Management

2013-Associated Degree in Arts

2022- Certificate in Warehouse Supervisor

ACHIEVEMENTS:

Database Development

Developed a database called 'Aogmon' with the help of MS Access to monitor AOG demands which resulted in significant reduction of Man hour and multiplied data accuracy level.

HONOURS AND AWARDS:

Received good conduct badge in 2006, 2010 and 2014.

Received 9 years of glorious service medal in 2011

Received Medals for serving in Assam Bengal region of India.

EMPLOYMENT HISTORY:

From Dec 2002 to Dec 2022

1. Group in charge of Aircraft/Radar/MT stores and spares. Duties and responsibilities are as follows: -

Overall Management/Supervision and training of staffs in
(a) Storage and preservation of Aircraft spares (ARS, Non-ARS, Rotables, fuel, Oil, lubricants, consumables and rubberized equipment).

(b) Documentation, packing and unpacking of outbound and inbound consignments.

(c) Receipt, Inspection and binning of equipment received from domestic and international sources.

(d) Periodical Inspection and scrutiny of equipment in accordance with log cards and labels.

(e) Monitoring of Task and production of equipment by various vendors.

(f) Raising of warranty/ guarantee claim against items received with defects and against premature withdrawal of equipment.

(g) Maintenance of database related with receipt, issue and production of equipment with the help of MS Access and MS Excel.

(h) Periodical inspection of equipment under custody.

(j) ATF accounting and documentation.

- (k) Monitoring the life of shelf lived components
- (m) Parallel recording of all transaction in IMMOLS (Integrated Materials Management Online System) ERP.
- (n) Inventory control, planning and management.

2. Group in charge of Provisioning.

Provisioning of equipment and spare parts pertain to major assemblies especially aircraft and radar systems used in Indian Air Force. Activities carried out by calculation and analysis of consumption patterns and forecast factors. Spread sheet preparation after studying the latest trends and placing for technical vetting.

3. Group in charge of Procurement.

- (a) Procurement of technical and non-technical equipment.
- (b) Major and minor purchase activities in accordance with laid down procedures and instructions received from higher formations.
- (c) Setting up purchase committees and price negotiation committees to ensure the procurement process carried out with at most care and for the benefit of the organization.
- (d) Conducting various procurement activities like tender invitation, preparation & placing of purchase and repair orders.

4. System Administrator IMMOLS ERP.

Performed as the system administrator of IMMOLS (Integrated Materials Management Online System) ERP. Job descriptions are as follows: -

- (a) Daily data backup.
- (b) Overall look after of server room.
- (c) Reporting of errors and abnormal occurrences in server room.
- (d) Issuing of user ID and password to various users and assign access and approval authorities to concerned personnel working in stores and sections.
- (e) Conducting training classes for familiarization of ERP to all personnel working in the establishment.

5. Demand Control Officer.

Vetting of priority and most priority demands received from squadrons inside unit and outside unit. And reconciliation of demands and related data with various agencies involved in the demand materialization process.

6. Import and Export of Equipment.

Preparation of documents pertain to import and export of equipment. Liaison with freight forwarders for early clearance of consignments at airports and seaports. And preparation of airway bills and payments of custom duties.