

## RAASHID ANSARI

**OBJECTIVE** A target focused, commercially aware and highly motivated logistics manager who has a natural affinity for change and an engaging management style.

**AREA OF EXPERTISE**

- Material Planning Execution Control
- Supply Chain Management(SCM)
- Warehouse Management
- Regulatory compliance
- Logistics outsourcing
- Organising shipments
- Stock Management
- Project Implementation
- Clearing & Forwarding (C&F)
- Inventory Management
- Logistic operations
- Budget setting & forecasting
- Safety procedures
- Transportation Management
- International logistics
- Workload Forecasting

**SKILLS & ABILITIES** Strong Business background, understanding of ERP usage in Logistics, hand on experience operating **SAP R/3 –MM Module**.  
Ability to deliver **operational solutions** to complex logistical problems.  
Commitment to **maintaining quality**, contributing to improvements and supplying an **outstanding service to every stakeholder** involved in the process.  
Worked for conglomerate both local and multinational in diversified industries like **Telecommunications and Shipping & Logistics**.  
Demonstrate high standards of work practices and functions of **Commercial, Procurement and Engineering**  
Always operating to the **highest productivity** and **competitive standards**.  
**Leadership Acumen** and can communicate with people at all levels.

**EXPERIENCES:**

**CURRENT WORK PROFILE**

*More than 12+years  
of Experience in*

**MATERIAL LEAD, MUMBAI CIRCLE**

**From JANUARY 2012 till DATE.**

TELECOMMUNICATION - RELIANCE JIO INFOCOMM LTD

*Logistics Business &  
Projects.*

**I. Material Planning**

- Based on circle scope, working overall material requirement with warehouse wise mapping & providing to central supply team for procurement with schedule required dates.
- For Decentralise material, raising PR in SAP & following up with P&C team for ordering & supply with stipulated required dates.

**II. Material Issuance to Site & reverse Logistic**

- Preparing Material Issue Note in SAP WRT assigned site contractors.
- Following up with contractor for lifting the material from W/H with coordination of W/H team & ensuring to reach at site with confirmation of site engineers.
- Similarly preparing Material return note for disputed/hold/drop sites for urgent material to be moved back to W/H from Site.

**III. Vendor Bills verification & providing Material Reconciliation statement**

- Checking very bills of vendor submitted for material installed at site with respect to material issued & claimed in Invoice's.

- Certifying the material installed with checking of Joint measurement sheet provided by Engineers for installation
- Accordingly preparing material reconciliation statement bill wise for total material issued & consumed site wise.

#### **IV. Material Reconciliation & booking in SAP ( Capitalisation)**

- Controlling circle Warehouse inventory by weekly verifying stock at Warehouse & upcoming sites requirement.
- Controlling inventory issued to contractor by monthly material reconciliation for total material issued & consumed at site. If any excess material, instructing contractor for return to W/H.
- Preparing Site wise /WBS wise/contractor wise database for material installed for RFE1/HOTO sites.
- Providing RFE1 material installed data to central SCM team for booking in SAP so that actual material consumed at site is capitalized & contractors account is nullified.

#### **PREVIOUS JOB PROFILE**

❖ **MATERIAL CONTROLLER (NHQ)** **From AUGUST 2007 till DECEMBER 2011**  
TELECOMMUNICATION - RELIANCE COMMUNICATION LTD

#### **Overall Planning & Executing Material (Wireless) for CDMA & GSM Equipment's across 21 Circles in India**

- Providing State wise break-up of equipment's to the Procurement /Vendor for direct delivery of material to State Warehouses as per scope with considering priorities delivery circle wise.
- Executing Daily Shipment Instruction (DSI) for releasing the material from National Warehouse to State warehouse with respect to Circle scope & urgent requirement.
- Planning for the Timely Direct delivery from the Vendors location to Circle.
- Planning of Schedule for Implementation of materials Shipped to Site in co-ordination with Regional Project Managers & Circle Logistics Team w.r.t. Front & scope.
- Monitoring material supply chain with Circle Logistics Team- movement of material from Warehouse to Warehouse.
- Coordinating with Circle team & with procurement team for faulty material for repair/replacement.
- Stock Monitoring & Inventory Control: Ensuring optimum utilization of excess / surplus stock for the upcoming projects by carrying out Weekly basis reconciliation of Projects & mapping the leftover stock with the new projects.

#### **Import Tracking for BTS & Infra-Utilities material**

- Keeping proper track for upcoming imports for various projects.
- Daily updating of imports, MIS of utilities for timely available at circle with proper coordination with Logistics & Procurement team for SCN's (Shipment Control Number).
- Ensuring shipments are cleared as per requirement with continuous follow up with EXIM department & by providing priorities SCN's.

❖ **EXECUTIVE –AIR IMPORT CLEARANCE** **From JUNE 2005 till AUGUST 2007**  
Customer Support Unit

SHIPPING AND LOGISTICS: DHL GLOBAL FORWARDING LTD

- Handling Major Accounts like, **Motorola India Pvt Ltd, Bharti Airtel Ltd, General Motors India Pvt Ltd, TATA Tele, Skoda Auto, GE India, H & R Johnson**
- Handling project shipments for VSNL, TATA, and MTNL.
- Attending to customer Compliance, enquires & providing advice & guidelines. Identifying and recommending improvements to the process, procedures & response to a range of compliance.
- Ensuring Proper -Co-ordination with the client for their inbound/outbound freights, timely report/ status to the customer.
- Ensuring Proper -Coordination with operations department / transport department /airfreight departments for smooth flow of freight.
- Handling key responsibilities of CSU team & logistics queries by taking decisions & initiatives independently.

❖ **Executive (Logistics & Imports)**

**From FEBRUARY 2003 till MAY 2005**

LOGISTICS AND IMPORT: TATA Teleservices (Maharashtra) Ltd

**KRA: (Purchase Order, Import clearance, EPCG License, WPC License, Octroi & Transportation)**

- Purchase Order creation in SAP
- Preparation of EPCG license application & Online submission
- Preparation of WPC license application.
- Arranging for Custom Duty & other statutory payment for smooth clearance of Import shipments.
- Vendor payments processing such as Foreign vendor for supply of Eqpt, CHA & freight forwarder, Octroi & transportation etc.
- Maintaining of various shipment reports.
- Following up with the supplier for the delivery within the stipulated delivery time and coordinating with the shipper, freight forwarder & clearing agent to allow a smooth flow of the consignment in to the company's warehouse.

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**ACHIEVEMENTS** Being a part of CDMA & GSM Project Rollout, successfully delivered the 45000 sites Bulk Utilities for making infrastructure sites (i.e., Shelter, Battery, PAC, SMPS, RF Antenna & Accessories & Electrical bulks to accommodate BTS/other active Equipment's, Subsequently, in Electronics all type of BTS of following vendors – Lucent / Alcatel Lucent / Huawei / ZTE / for the Installation & Commissioning of 25000-CDMA BTS in WIN123 Project, 35000-GSMBTS in WIN4A Project.

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**EDUCATION** **MASTER IN BUSINESS ADMINISTRATION** –(MBA –SCM)  
Specialized in **SUPPLY CHAIN MANAGEMENT** secured **FIRST CLASS** from MANIPAL UNIVERSITY

**BACHELOR OF COMMERCE - BCOM – (FINANCIAL ACCOUNTING)**  
Secured **FIRST CLASS** from MUMBAI UNIVERSITY

DIPLOMA IN COMPUTER APPLICATION

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**IT SKILLS** MS Project and MS Office (Word, Access, Excel & PowerPoint)  
SAP R/3 –MM Module

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**LANGUAGE** English , Hindi and Marathi (proficient in all spoken as well as written)

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**PERSONAL DETAIL** 13<sup>th</sup> April, 1980  
C7/303,Kanchan Pushp Complex, Ghodbunder Road, Thane-400601