DHARMAVARAPU HEMANTH KUMAR

D.NO:3-48, Library Street, Madhuranagar, EG.Dist (A.P) 533 004.

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**Seeking assignments in Logistics/Supply Chain Mgmt/Accounts/procurement and Documentation with an organization of repute.**

**Objective:**

I have strengthend my knowledge while contributing daily operational activity and being part of a team that would trust me. I believe in honesty, sincerity, hardworking and confident of myself. I am ambitious and aspire to improve my career based on hard work towards my growth and organization’s growth. I can bring flexibility in myself for attending organization goals. I believe in taking calculated risk and in going according to the trends. I am willing to mobilize all my energy to give the best of myself.

### Work experience

* Worked as Audit assistant and Ware House in **Srinivasa Automobiles Pvt.Ltd**, Kakinada.(Mid of 2006)

Performed inventory management tasks, including end-of-day inventory counts and reporting.

Prepared requisition forms for additional equipment and supplies when necessary.

* Worked as Tally accountant in **Priyanka Hatcheries Pvt. Ltd**, Kakinada.(2007) & their Servicing Station – **3B Matrix**

Maintaining Monthly Bank Reconciliation Statement, Salary Statement, TDS, VAT, Service Tax and Tally Entries

* Worked as a Financial Advisor for **Met Life Insurance(2009) Now PNB Metlife Insurance.**
* Worked as a Junior Accountant for **Jagson Shipping., Kakinada(2010)**
* Worked as Accountant for **Kakinada Marine & Offshore Complex Ltd (KMOC).,(2010)**

Present Occupation: For last Five years I am on deputation to **Vision Projects Technologies Pvt Ltd**., (it is a Group Concern of KMOC} as a Senior Logistics & Operations Executive looking after Documentation Pertains to Port & Customs. (Till now)

* **Co-ordinating closely with the charterers and Vessel Owners :**

06 Years of Port/Shore Experience in Port Formalities for Import of the Vessel and Cargo

Co-ordinate & follow up with the Port officials, Customs, Handling Agent & Shipping Agents to avoid delay in berthing /sailing of the Vessel as well as docking and undocking. Follow up with the Stevedoring Agents / Port Authorities for quicker Discharging of the cargo. Check with the Stevedores / Port Authorities for Signing of the Daily Loading / Discharge Reports. Assist the Shipping Agents / Stevedores / Port Authorities / Master for Preparing & Signing of the Statement of Facts (SOF). Follow up with the C& F Agents for Custom Documentation in time.

# CORE SKILLS

### Finance & Accounts

* Preparing and Monitoring the preparations & maintenance of books of accounts viz, journal, ledger, cash book and subsidiaries Statutory Books in compliance with time & accuracy norms.

### Statutory compliance / Liaison

* Ensuring fulfillment of all statutory compliances for smooth business operations.
* Liaising with various government departments, ensuring compliance of regulatory norms.

### Roles & Responsibilities

* Preparation of Purchase Orders based quotations and Purchase requisitions.
* Attend daily review meeting Conducted by General Manager (Operations & Logistics) and to carry out duties as assigned.
* Monitoring the Status of Vessels Statutory Clearances (SPL/GTL/INSA/MOD/NSC from DGS/MMD/DGH/MOPNG/ODAG and applying for the same well in advance before expiry, intimate the same to HOD Ops, Manager Ops and Vessel Owners.
* Keeping a record of status of vessel Statutory Certificates, trading licenses and statutory clearances, updating the record and following up the process of Renewals/Extensions of Certificates/Licenses and reporting to HOD Ops, Manager Ops about the same.
* Attending for Crew Sign On/Sign Off formalities.
* Marinating Details/Record of NED Passes/MOHA for Expats onboard vessels and monitoring the Status (Validity/Expiry) and Applying & following up for the renewal / Extension well in Advance before Expiry, intimate the same to HOD Ops and vessel Owners.
* Reporting to Clients after job completion & preparing supporting documents for the services rendered for invoicing purpose & records.
* Co-coordinating with the port and customs authority and act on behalf of the owner or operator of a vessel. With actual or apparent authority ensuring the essential supplies, crew changing, customs documentation and waste removal declarations etc.
* Attending daily operational meeting with all principals.
* General administrative issues & Billing to all clients. After completion of job signing work done certificate for each job with full satisfaction of principals.
* In Addition any jobs as instructed by Management as and when required.
* **OFFSHORE:** Apply For MOD, NSC, MOHA, SPL/GTL & Others. With Govt.Of India, Director General of Hydrocarbon & Director General of Foreign Trade Etc., Ministry Of Petroleum and Natural Gas. And ONGC Etc., Apply MOHA/NED Passes For Working Under ONGC.

**PRESENT HANDLING LIST OF OFFSHORE COMPANIES:**

* 01..M/s.PT WINTERMAR
* 02. .M/s. EMAS OFFSHORE PTE LTD
* 03. M/s. SCHLUMBERGER SOLUTIONS LTD
* 04. M/s. HALLIBURTON
* 05.M/s. LEWEK ALTAIR SHIPPING PVT LTD

**PRESENT HANDLING LIST OF OFFSHORE BASE COMPANIES:**

* + 01. M/s. OIL & NATURAL GAS CORP.
  + 02. M/s. RELIANCE INDUSTRIES LIMITED

**Areas of Interest:** Banking, Supply Chain. Logistics, Finance and Accounts, Operations & Documentation, Inventory Management, Warehouse Management, Administration.

# EDUCATIONAL BACKGROUND

* **Master of Business Administration (Finance & Marketing) from** Sri Sai Aditya Institute of Science & Technology, Surampalem. Affiliated to JNTU Kakinada in 2009.
* **Master of Commerce (Banking)** Through Distance Education from Andhra University, Visakhapatnam. 2008
* **Bachelors in Commerce (Computers)** from Ideal College of Arts & Sciences, Kakinada.Affiliated to Andhra University, Visakhapatnam , A.P passed in the year in 2006
* **Intermediate** in Ideal Junior College, Kakinada.
* **SSC** in Tagore Convent High School, Kakinada.

#### EXTRA CURRICULAR ACTIVITIES

* Participated in the blood donation camp conducted in the college.
* Active participation in management meet CYNOSURE –09 in our college.
* Successfully Completed the One day Technical Workshop Program on Fire Fighting Training Conducted by NIFS(Institute of Fire Engineering & Safety Management)in KMOC

# INDUSTRIAL VISITS

* **A**ndhra Pradesh Paper Mill (Rjy)
* Sri Sarvaraya Sugars Ltd Coco Cola Bottling unit (Vamagiri)
* Sarvaraya Textilies Pvt Ltd. (Kakinada)

#### TECHNICAL SKILLS

Operating System : Windows NT, Windows2000/XP, Windows 8

Application Software : MS-Office (MS-Power point, MS-Excel, MS-Word, MS-Outlook)

Accounting Packages : Tally 7.2

Type writing : Typewriting Lower & Higher in English (Speed 45 W.P.M)

ERP Packages            :    SAP R/3 ECC 6.0 (Materials Management)

### Project Handled in MBA

**1.** Project Title **:** A Study on Working Capital Management

Company Name **:** Sri Sarvaraya Sugars Limited

Duration **:** 45 Days

Description **:** It is decided that a sufficient longer period should be investigated for understanding the financial performance and hence the period from 2001 to 2006 was taken and analysed.

**2.** Project Title **:** To Survey on “Biking Revolution in India”.

Organization **: An** extensive Marketing Survey to Examine Market trends for bike.

#### PERSONAL DETAILS

Name Dharmavarapu Hemanth Kumar

Father Name D.V.Ramana

Date of Birth 20-01-1982

Marital Status Married

Languages Known English & Telugu

Hobbies Listening to Music, Net Browsing and Watching TV.

Strengths Positive thinking, Adaptability

Present Address # 3-48, Madhuranagar, Library Street, Kakinada

#### DECLARATION

**I** hereby declare that the above – mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above – mentioned particulars.

Station: KAKINADA

Date: (Hemant Kumar)