

# Amal Anilkumar

## SUPPLY SPECIALIST

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### PROFESSIONAL SUMMARY

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A Detail - Oriented Supply Chain professional with over 5 years of experience inventory management, logistics coordination, and asset, material management. Proven track record for enhancing supply chain performance by streamlining inventory and efficient resource allocation and timely projects completion. Skilled in Maximo, risk assessments, and data analysis with a strong ability for foster vendor relationships and improve operational functional efficiency.

### EXPERIENCE

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#### KUWAIT RESOURCE HOUSE (Vectrus/V2X, Kuwait)

Feb 2020 – Present

##### Supply Technician Specialist (Project: KBOSS & LOGCAP V)

- Managed all functions associated with Purchasing including material requisition, source identification and product receipt, stock control, receiving, price verification and maintain the stock level.
- Verify BOM (Bill of Materials) and initiate the purchase request in Maximo.
- Manage all inventory and purchasing activities, including preparing purchase requests (Maximo), developing and tracking inventory, and reconciling purchase receipts and disbursements with inventory transactions
- Maintain weekly reports on purchase requests and inventory for Leadership.
- Maintain security of product, including perpetual and periodic inventory
- Performs all tasks associated with shipping and receiving.
- Built rapport with customers, vendors, and employees by developing new services and methods, setting priorities, and resolving workflow issues.
- Served as liaison with technical support staff for office equipment.
- Performed data analysis, risk assessments, and resource requirement evaluations.
- Handled requests, receipt, issue, accountability, and preservation of all property.

#### SIMHO HR SERVICE

(Computer Age management Service Private Ltd, Chennai, IN.)

Jun 2017 – Dec 2019

##### Assistant Processing Officer

- Verification and Process Mutual Fund transactions, including purchases, redemptions, switches and SIP/STP registrations.
- Ensure data entry accuracy and timely processing of transactions within SLA
- Addressing inquiries from customers, distributors, and fund houses regarding transaction status and account details.
- Validate KYC and other mandatory documentation of customers as per SEBI regulatory requirements.

- Address customer grievances with empathy and professionalism.
- Maintained high confidentiality and discretion regarding the customer details and process.
- Answered calls, responded to emails, and communicated with clients face-to-face.

## SKILLS

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- Perform quality control checks on incoming materials and storage areas and inspect outgoing materials to ensure they are restocked correctly.
- Perform inventory counts on stock items and parts and maintain accurate records of quantity on hand.
- Organize and file all paperwork related to current and open projects.
- Perform administrative duties, such as timesheet or payroll processing, transportation arrangement, HR Coordination, Maintaining employee records, office equipment and office supplies.
- Be responsible for shipping and receiving orders for supplies and materials.
- Perform any other job-related duties as assigned.

## SOFTWARE PROFICIENCY

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- Maximo
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Adobe Photoshop
- Dot Net
- HTML
- Adobe Reader

## EDUCATIONAL QUALIFICATION

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### Bachelor of Science in Computer Science

J.H.A AGARSEN COLLEGE (UNIVERSITY OF MADRAS)

June 2017

### Higher Secondary School

DRBCCC Higher Secondary School (Tamil Nadu State Board of Exams)

June 2014

## LANGUAGE PROFICIENCY

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- English ★ ★ ★ ★ ★
- Malayalam ★ ★ ★ ★ ★
- Tamil ★ ★ ★ ★ ★
- Hindi ★ ★ ★ ☆ ☆

## PERSONAL DETAILS

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- Passport No: P6925553 Issue Country: India Valid Upto: 30-Jan-2027
- Native: Kollam, Punalur, Kerala