



CARRICULAM VITAE

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**E-COMMERCE / WAREHOUSE / PURCHASE /STORE / LOGISTICS /
TRANSPORTATION / MATERIAL MANAGEMENT PROFESSIONAL / INVENTORY
CONTROL / INBOUND & OUTBOUNDV / SCM**

**Offering enriched experience and exposure in Logistics / Warehouse operations, Transportation
Site Management Functions; seeking challenging assignment across industry**

PROFILE

Competent and committed professional offering over **9+ years** of experience in Managing Site Logistics, warehouse operations, Supply Chain Management, Transportation, MIS and ERP.

AREA OF EXPERIENCE

E-COMMERCE → PURCHASE → WAREHOUSE MANAGEMENT → INBOUND →
INVENTORY → OUTBOUND → RETURNS → CROSS DOCK → SCM → LOGISTICS → ORDER
MANAGEMENT → MIS → LAST MILE OPERATION → TRANSPORTATION →

HAVE EXPERIENCE IN THE FOLLOWING FIELDS

- Logistics Inbound and Outbound Oppressions
- Last Mile Operations
- Dispatch Control
- Inventory Control Accuracy
- Warehouse and CFA Management.
- Team building
- Safety Oriented
- Purchasing / Planning Background
- Purchase Orders Follow up with Suppliers for materials.
- Vehicles arrangements for goods deliver to distribution Centre
- Communicate with suppliers, retailers and vendors

AREA OF INTEREST:- Logistics (SCM Operations)

Current Employment:- Worked as a Inventory Executive in

M/s. Supermarket Grocery Supplies Pvt Ltd. From September 2020 to Aug 2021.

Job Profile and Responsibilities:-

- Inventory Control as per company SOP
- Responsible for Warehouse Operations (Inbound, Outbound, Inventory, Returns, Cross Dock)
- **Inventory Operations** RACK GTL, BTL, and Minimum Stock follow up, Stock take.
- **Returns Operations** (Courier returns, Customer returns, RTO)
- **Inbound operations** (Invoice Sanity check, Quantity, Attributes Check, LBH, Quality Check)
- **Outbound Operations** (Material Picking, Mother Hub Operations, Invoice, Shipping details, Dock Operations, E-way Bill creations, Manifest creation)
- **Cross Dock Operations** (Goods Receiving, Segregation, Material Delivery)
- Manpower arrangements depending on projection
- Management Information System (MIS)
- Transport Management System (TMS)
- Ensure timely date entry for accurate & relative time inventory information
- Monitor stores daily in and our activities
- Responsible for stock movement ageing
- Maintain and follow First in and First out (FIFO) in process
- PO Generation
- Maintain proper security and good housekeeping for both premises and stock and regular maintenance of equipment
- Distributor Yearly Statement Preparation

EXPERIENCE – Sr.Logistics Executive – From February 2016 to September 2020.

Previous Employment:- Worked as a Sr.Logistic Executive in M/s. Elite Natural Pvt Ltd., in Chennai Warehouse.

Job Profile and Responsibilities:-

- Maintain receipts, records, and withdrawals of the stockroom.
- Receive and offload.
- Inspect deliveries for damage or discrepancies.
- Inventory Control
- Dispatch Control
- Goods Receipt Note Maintenance
- EWAY Bill preparation
- Invoice Preparation
- Distributor Yearly Statement Preparation

Previous Employment:- Worked as a Stores Officer Regional Distribution Center in M/s. Vivek Private Ltd., From May 2012 to Jan 2016.

Job Profile and Responsibilities:-

- Timely clearance of Finished Goods from Shop floor to ensure no stoppage of lines.
- Manage damaged/Expired stocks disposal.
- Execute Receipts / Storage / Issuance / Dispatches as per the laid down procedures in Warehouse.
- Adherence to FIFO / LIFO for all issuance from Warehouse.
- Accuracy in processing Job work dispatches And Inventory.
- Responsible for stock movement ageing
- Maintain and follow First in and First out (FIFO) in process
- PO Generation
- Maintain proper security and good housekeeping for both premises and stock and regular maintenance of equipment

ACHIEVEMENTS:-

- Closure of supply chain organizations (purchasing, planning, warehouse & transport)
- Central procurement & Central inventory management
- Supply to consignment without any deviations delivered to distributors.
- Central SOP and logistics IT system for optimal coordination between Sales, Production, Planning, Logistics and Finance (Customs)
- Stable, transparent logistics operation and control / monitoring through KPI
- Standard in / outbound transport system
- Implemented advanced quality control procedures, resulting in a 80% decrease in product returns and complaints.
- Introduced a new space-saving technique, which eliminated the requirements of acquiring more space for new products.
- Successfully filled an order worth 15Lak in one day, without a single quality or service-related complaint from the customer.
- Suggested the implementation of safe material removal system (for hazardous materials), resulting in increased warehouse personnel security.
- Delivery of goods on the basis of agreed delivery conditions costs and delivery times.

EDUCATION QUALIFICATION:-

S.No.	Qualification	Institute	Board/University	Percentage	Year of Passed
1.	B. A. Economics	University of Madras	University of Madras	59%	2006
2.	H.S.C	Maraimalai Adigal Govt.Hr.Sec.School	State Board	55%	2002
3.	S.S.L.C	Maraimalai Adigal Govt.Hr.Sec.School	State Board	50%	2000

TECHNICAL SKILLS:

Working knowledge on

- SAP SD Model (Sales and Distribution) End-user
- CRM
- Microsoft Dynamic AX 2012
- Type Writing : Lower 1st Class
- Operating System : Windows XP, Windows 10
- Package : MS-Office

PERSONAL PROFILE:

Father's Name : B.RAJA SEKARAN
Date of Birth : 30.12.1984
Age : 35 years
Nationality : Indian
Marital status : Married
Languages Known : Tamil & English

DECLARATION:

I declare that the above information is correct and complete to the best of my knowledge and belief.

Place: Chennai

Date:

R.RAVI KUMAR