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Career Objective:

- ⇒ To associate with an Organization which provides creative, challenging and Innovative work Culture
- ⇒ To pursue an interesting and challenging career in the field of Logistics.

Career Abstract

An ardent professional with **06 years** in the bag as an **Assistant Manager** in **Avikam Logisctics Pvt Ltd** and Previously worked as in-charge for data entry operators and for Route controller Supervisor in Toyota transystem Logistics. Skilled in handling large workforce, maintaining peaceful & amicable work environment, and in initiating measures for the benefit of people in the organization. An effective communicator with interpersonal relationship management skills. Adaptable person, team player & willing to take higher and additional responsibilities. Presently working as a **Supervisor-Route Controller** in Transystem Logistics, Bidadi, Bangalore and responsible for all Data entry and Route Controller activities and supervising **15 data entry operators and 20 route controllers**.

Career Contour:

1. "Worked as an **"Supervisor"** in **Transystem Logistic International Pvt. Ltd, Bidadi, Bangalore**
(Duration from 27-12-2010 to 11-12-2014)
2. Worked as a **"Data entry Operator"** in **Jyothir Mayi Infotech, Kamakshipalya, Bangalore.**
(Duration 05-04-2009 to 20-10-2010)
3. Worked in Hindustan Unilever Company as Logistic Executive 2015.
3. Presently working in Avikam Logistics from March -2016 to July 2018 as Assistant Manager, Adugodi, Bangalore.

Accountabilities:

- ✓ Supervision of dispatch activities of trucks, updating invoice according to dispatch CBU's (In bound Process).
- ✓ Tracking the trucks through GPS which are in enroute and confirm the KPI (Key Performance Index) (On time, Abnormalities, Delay etc.)
- ✓ Monitoring of trucks for abnormalities (Over speed, Continuous driving, Neutral driving) and real time counseling in case of abnormalities.
- ✓ Fleet planning for the next day based on tracking result.
- ✓ MIS report preparation for KPI, tracking.
- ✓ Abnormality report preparation for further action.

- ✓ Online web track updation of truck tracking result for dealer's feasibility.
- ✓ Handling the queries from the customer – TKM and Dealers.
- ✓ Counseling the drivers in case of negligence driving information which are received from the public.
- ✓ GPS attendance tracking.
- ✓ Providing on job the training for new joiners.
- ✓ Maintaining daily attendance of both data entry operator staff and route controllers.
- ✓ Preparing weekly rotational shift pattern for data entry operator staff and route controllers.
- ✓ Quality Auditing (Work related auditing)
- ✓ Maintaining daily attendance of 35 data entry operators and keeping track on employee overtime details at Jyothir Mayi Infotech
- ✓ Cross checking and finalizing the report received from all data entry operators at Jyothir Mayi Infotech.
- ✓ Solving work related queries of data entry operators at Jyothir Mayi Infotech.
- ✓ Allotment of work to all data entry operators and timely assistance to get the work done by data entry staff Jyothir Mayi Infotech.
- ✓ Daily review meeting with data entry staff and updating the same to supervisor at Jyothir Mayi Infotech.
- ✓ Avikam Logistics Pvt Ltd – A group company of Airstate Logistics & couriers Pvt Ltd is founded to unleash Innovation in domestic air, Train, Surface Cargo & Express Distribution. Working as Assistant Fleet Manager.

Highlights:

- ✓ GPS performance ratio increase through real time monitoring.
- ✓ Reduction of abnormalities through real time counseling.
- ✓ On time providing solutions to Customer and Dealer queries.
- ✓ Reduction of fleet shortage through tracking result.

Professional Skills:

- ✓ Knowledge of Oracle Database
- ✓ Knowledge ETL Tool: Informatica 7.1.1
- ✓ Knowledge BI Tool: Business Objects 6.5

Computer Skills:

⇒ MS Office, Windows XP/Vista/7 – OS

Avikam Logistics Job Summary

- Responsible for complete warehouse operations including inward and out ward.
- Conducting Daily meeting with all Executives of Receipt & Dispatch team.
- Coordinating for truck placement & Stock transfers.

- Coordinating with transporter for 100% truck placement
- Coordinating with Security Higher ups for the guard's deployment.
- Payment follow-up with commercials.
- Coordinating with RL Team (Reverse Logistics) with regard to repair & damages during delivery & transit
- Coordinating with HO team (Head Office).
- Coordinating with vendor for (Return Purchase Order # Stock Returns to Vendor)
- Conducting weekly review with service team.
- Disposing all the DAD (Damage & Defective) Stocks as per SOP by obtaining proper approval from HO.
- Conducting training to Delivery Boys & Transporters with regard to product handling during customer delivery.
- Monitoring Daily POD Updation.
- Monitoring Customer Complaints & coordinating with concern departments to ensure it's closed within 48 hrs.
- Monitoring all the Registers like Inward, Outward, Stock Transfers, Returns, and Saleable & Non Saleable.
- Conducting Cycle Count on weekly basis.
- Ensure SOP implementation & company policy adherence
- Attend daily mails & ensure timely reply of all.
- Monitoring under load to minimize impact on Freight cos.
- Keeping all the expenses in warehouse as per the allocation budget.
- Providing periodical updates of non- moving product list & follow up with concerned department & liquidate the material.
- During the Stocks Audit, Commercial Audit supports the auditors with all relevant information and records
- Manage and implements smooth operation of inward & outward.
- Supervision of Loading & unloading material.
- Ensure health, safety, cleanliness and security of the stores/ warehouse receiving and distribution goods area at all times.

- Optimum utilization of warehouse space.
- Ensure every month shift roster of picker, supervisor & executives is changed without any repetitions.
- Coordination with admin for packing materials & stationery usages on weekly basis.

Logistics

- Working towards Reduction in Transit time.
- Working towards Reduction in logistics cost.
- Working towards Last mile & 3PL performance.
- Working towards Reduction in transit loss.
- Commercial negotiations with transportation vendors for FTL, LTL and dedicated fleet for the first mile and the last mile transportation requirement.
- Vendor development for future requirements.
- Streamline and standardize the vendor on-boarding process.
- Monitoring and managing the transportation network.
- Working towards Reduce the transit time and contribute to the overall TAT reduction.
- Working towards continuously reducing cost and improve vehicle utilization.
- Managing all 3PL engagements, KPI's and grievance.
- Working towards Ensuring that the team of 5-6 people reporting to you are motivated and excited about their role and work.
- Managing the deliveries and returns from 3PL.
- Reducing the transit loss across the 3PL and own network.
- Reconciliation of COD from 3PL vendors for the last mile.
- Helping in Implementing, document and improve processes on information flow, vendor on-boarding, escalation handling and other logistics related activities.

Scholastics:

SSLC with Ist class (75.00%) Year of passing: May -2004 College: Govt.High School, Police colony,Magadi Road, Bangalore	Diploma in Electronic Instrumentation and control Engineering with Ist Class (74.00%) Year of passing: May - 2007 College: PVP Polytechnic, Mallathahalli, Bangalore (Affiliated to Bangalore University).
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Personal Dossier:**Date of birth** : 28/10/1988**Marital Status:** Married**Father Name** : Bhadraiah**Languages Known:** Kannada, English and Hindi

I hereby declare that the above given information are true to the best of my knowledge.

Vinutha.B