

RESUME

K. JANAPRANAVAMUTHU

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CAREER OBJECTIVE:

Totally 8 year's expertise in career path. 6 years in Warehousing, Logistics, Supply Chain Management, Inventory Control, Stock Reconciliation, ERP Warehouse module & Safety and Facility Management. Currently seeking the opportunity to work in Warehouse 3PL and Logistics macros Operation which utilizes my knowledge and Experience and after that 2 years' experience in IT-Enabled services back end – non – voice operations.

ACADEMIC PROFILE:

<u>COURSE</u>	<u>INSTITUTION</u>	<u>YEAR OF PASS OUT</u>	<u>AGGREGATE SCORED</u>
M.B.A. GENERAL MANAGEMENT	Anna University Centre for distance education, Chennai	2020	59%
B.E. Computer science & engineering	Sri Sai ram institute of Technology, Chennai	2014	6.36
Diploma computer science & technology	Sri Sai ram polytechnic college, Chennai	2011	76%
SSLC / 10th	Gurukulam Matriculation Higher Secondary school, Chennai	2008	51%

EXPERIENCE:

**TALENTPRO INDIA HR PVT., LTD., AT DSV-UTI WORLDWIDE INDIA PVT., LTD.,
CLIENT - KELLOGG'S INDIA PRIVATE LIM ITED - SRI CITY, ANDHRA PRADESH
– FMCG INDUSTRY**

**TEAM ASSOCIATE - SUPERVISION IS THE NATURE OF WORK – handled 10-15
members size**

From JUNE 2018 – DECEMBER 2021

ROLES AND RESPONSIBILITIES:

Maintained Zero Variance in Last 3 Quarterly Audits regularly internal and external audit report.

Maintained stock control systems for accuracy and future planning of storage capacity.

Maintained warehouse workflow and redesigned space for new equipment or maximization of current processes. Supervise inventory management and control

Stock excess or short flow.

Improve operational efficiency across warehouse processes maintaining budgetary goals and company objectives.

Implemented daily consolidated audit, Put away Audit & Touch Bin.

At the time of Dispatch conducting Pick audit to control the excess or short loading of Materials. Supervise activities of all workers and assign tasks based on an individual's skillset.

Working in **GMP- GOODS MANUFACTURING PROCESS team as a TEAM ASSOCIATE – SUPERVISION; managing 10-15 contract labor members and maintaining the employee grievance record**

Taking care of **FINISHED GOODS; RAW MATERIALS; PACKING MATERIALS.**

EXPERIENCE:

KOU-CHAN KNOWLEDGE CONVERGENCE PVT., LTD., UTI WORLDWIDE COMPANY, EXPORT WAREHOUSE (THIRD PARTY LOGISTICS CLIENT FORD INDIA PVT., LTD., CHENNAI M M NAGAR – PRODUCTION INDUSTRY MANAGEMENT TRAINEE IS THE NATURE OF WORK – handled 05-members size SINCE JUNE 2016 – MAY 2018

ROLES AND RESPONSIBILITIES-

First we should adhere the Standardized Operating Procedure (SOP) of our Management and need to go ahead and implement it and implementing CVAP ideas to reduce place consumption. Working in PSLD team as a Material Planner; managing 4-5 contract labour members and maintaining the employee grievance record

Weekly and monthly review meetings will be happening with the manager and higher head leads

Creating New Part Number with concern Vendor Code with sophisticated rafid and produced in Advance Shipping note or Manual advance shipping note in CMMS3.

Oversee entire inbound, repacking, vanning and outbound operations and Managing

Day to day Operation of 1, 25,000 Sq. Ft. warehouse

Informs Ford for discrepancies / damages (within warehouse before stuffing)

Creation and circulation on ISPR reports timely for improper packaging goods and for damaged receiving shipments.

TDL (Transit Damage loss / BOX BULGE / IPPC STAMP PALLET / ISPR if not available should be audited by SCM / Supplier by 24hr(Local) / 48hr (out-Station) there representative of other branch will reach us

Provide part/package dimensions and weight to NPM coordinator for further packaging process for urgent Air freight shipments; to ensure the inbound acceptance checklist is complied. Inventory & Warehouse Management Good co-ordination with inward & outward customers.

Stock Reconciliation is the process of counting and evaluating material/products,

periodically and at year end in order to: Keep the actual physical stock count and book stock count in sync. Value the stock for preparation of the accounting statements.

Maintaining 5S' Process (Sort, Set in Order, Shine, Standardize, and Sustain) &

KAIZEN in the warehouse.

Reporting Daily, Weekly, and Monthly Reports to the management on the shift basis (Generation of shift Reports inbound and outbound - Presentation with Spreadsheet details).

EXPERIENCE:

HTC Global Services, Chennai

April 2014 – May 2015

Data Conversion Specialist

ROLES AND RESPONSIBILITIES:

Troubleshooting Errors in Data Conversion Applications Auditing and Re auditing in the Data Conversion.

Worked in coordination with executives and leaders to achieve the targets before deadlines. Performing MIS executive operation while needed with VLOOKUP & documentation process. Troubleshooting Errors in Coupon Console Applications

Posting Coupons in merchandise website and Clip deals Monitored the documenting queries on a daily basis to prepare reports accordingly in online & offline. Attended client call in weekly and monthly basis

EXPERIENCE:

I Marquee solutions, Chennai

May 2015 – June 2016

Document Specialist

ROLES AND RESPONSIBILITIES:

Worked in coordination with executives and leaders to achieve the targets before deadlines.

Performing MIS executive operation while needed with VLOOKUP & documentation process.

Troubleshooting Errors in Coupon Console Applications

Posting Coupons in merchandise website and Clip deals

COMPUTER SKILLS:

Windows XP, Windows 2000, Windows server 2003, windows8, 8.1, Windows 10 &10.1

ACHIEVEMENTS:

Workshop Attended: Hardware And Networking, RED HAT LINUX Company, CNS Lab, windows 8, web entrepreneurship

Conference Attended: Won Second Prize in National Conference On Data Mining And Knowledge Engineering In SRM University, Chennai

In plant Training: Attended In plant Training on DOTNET technology in HCL CAREER DEVELOPMENT CENTRE, Tambaram.

Soft-Skill s: Confidence, Time management, Self-management skills, Friendliness Manner,

Ambition, Focus & common sense, Situational awareness, Optimism, Empathy.

Hobbies: Cooking, Playing, Badminton, Listening, Music, Reading Book, Browsing, Playing Cricket

CORE COMPETENCIES:

Warehouse & Logistics Management

Stock Reconciliation

Management Reports in Office Tools, ERP CMMS & SAP WMS Skills

Analytical, problem solving and decision-making.

Organization and Time management. Ability to work any Situation, continuous self-improvement. SKU Audits; Supervising the Activities of Labours and Builders.

PERSONAL DETAILS:

Father Name	: Mr. V. Kalinga Muthu
Mother Name	: Mrs. R. Indra
Spouse Name	: Mrs. Shalini
Marital Status	: Married
Languages known	: English & Tamil
Address	: No.: 8/16, Yamuna street, Gomathi nagar, Selaiyur post, East Tambaram, Chennai - 600073.
D.O.B	: 05-10-1992

SELF DECLARATION:

Hereby, I declare that all the Information furnished above is correct and complete to the best of my knowledge and belief

PLACE:

DATE:

SIGNATURE

JANAPRANAVAMUTHU.