



SURESH SIVA

CURRICULUM-VITAE

Logistic Coordinator / Data Entry Operator

Contact



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No_288 /86_ S/O, Siva
Padappai Post
District_ Kanchipuram
PIN_601301

Personal Details

Date of Birth: 30 May 1994
Father's Name: Mr. R. Siva
Nationality: Indian
Marital Status: Single
Languages Known: English & Tamil
(Read Write Speak)

My Curiosity



Learn New Technical skills



Drawing Imagination Pictures



Read & Watch Documentary



Fashion and Nature Photography



Traveling to Historical & Nature Places

OBJECTIVE

I am a Proactive Dedicated Hard-working Experienced Logistic Coordinator & E-way Bill Data Entry Operator Originator Serving for Around 5 Years Worked in The Field of Data Entry and Seeking a Position to Utilize and Enhance My Skills and Abilities.

EXPERIENCES

- ❖ **ORGANIZATION:** Nissan Export ILN.
- ❖ **DEPARTMENT:** (Export)
- ❖ **DESIGNATION:** Logistic Coordinator / Data Entry Operator
- ❖ **PERIOD:** April 2017 – May 2022 - Total 5 Years -1 Month

Roles And Responsibility

- ❖ SAP Data to MIS Preparing Data Entry Operator / Logistic Coordinator
- ❖ Generate The E-Way Bill for Overall Domestic Suppliers
- ❖ SAP COGI Error Posting Clearance
- ❖ Generate the ASN & RGP For the Overall Domestic Suppliers
- ❖ Planning Sales Order Schedule Against Production Requirements
- ❖ SAP Data Convert To ASN,
- ❖ Weekly Once Preparing MIS Reports to Management
- ❖ Maintain Returnable Gate Pass Tracker for Better Planning and Smooth Operation.
- ❖ Coordinate with Logistics Inbound Team for Vehicle Arrangement for Goods Movement.
- ❖ Communicate the Dispatch Plan With 3pl Team for Material Movement and Dispatching.
- ❖ Ensure Material Movement Is Done as Per Plan Within the Window Time.
- ❖ Weekly Perform the Bin Calculation to Dispatch the Bins to Suppliers.
- ❖ Update the Excel Bin Tracker on Daily Basis.
- ❖ Suppliers and Parts Control E Mail Handling on Outlook.
- ❖ Monitor On GPS Vehicles Tracking,
- ❖ Production & Warehouse Physical and Sap Stock Audit
- ❖ Location Master Updating

Skills

- ❖ [Excel](#) – VLOOKUP, HLOOKUP, Pivot Table
- ❖ [Word](#) – Letter Design
- ❖ [PowerPoint](#) – Slides Convert to – Animation MIS Reporting
- ❖ [SAP](#) T-CODES - MMBE, ME23
- ❖ [Pictures Design](#) - Photoshop & PageMaker
- ❖

Academic Details

Qualifications	Board /University	Period	Percentage
B. C. A	S.I.V.E.T Collage, Gowrivakkam	2013 to 2016	70%
HSC	Govt_Higher Secondary_School	2011	62%
SSLC	Govt_Higher Secondary_School	2009	75%

Declaration

I Hereby Certify That the Information Above Is True to The Best of My Knowledge and Belief.

Date :

Place :

(Suresh Siva)