

## SRINIVASAN

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### PERSONAL DETAILS

- ✓ Date of birth : 26.6.1981
- ✓ Gender : Male
- ✓ Father Name : M.C Devrajan
- ✓ Nationality : INDIAN
- ✓ Languages Known : English, Tamil ,Kannada ,Hindi, Telugu
- ✓ Address : Seelayampatti , Theni District.

### ACADEMIC DETAILS

- ✓ **December-1998** : **12<sup>th</sup>From Govt. Hr. Sec. School**
- ✓ **December-1996** : **10<sup>th</sup>From Govt. Hr. Sec. School**
- ✓ **April-2012** : **B.B.A- Adminisatation From Madras University**
- ✓ **2010-April** : **Tally ERP9 From Genesis**
- ✓ **2012-June** : **SAP MM – Material Management**
- ✓ **2015-June** : **Micro Soft DAYANAMIC NAV E.R.P**

### LOGISTICS PROFILE

Dedicated Professional With Close To 09 Years In Logistics & warehouse management , Gained Strong Knowledge And Academic Experience In Handling Logistics Processes Within Diverse Industries And Analyzing Requirements of The Industry / Customers, Seeking For Assignment As Executive With An Organization of High Repute

### FIELD OF EXPERIENCE:

- ✓ Logistics
- ✓ Warehouse Managements
- ✓ Inbound & Outbound Controlling.
- ✓ safety management system (SMS)

### KEY STRENGTHS:

- ✓ Good Operational Management Skill By Reducing The Logistics Cost, Inventory & Transits.
- ✓ Can Do Attitude
- ✓ Willing To Travel & Adapt New Culture & Challenges.
- ✓ Self-Motivated Individual To Overcome Stress Management
- ✓ Good Leadership Skill & Able To Work Closely With Team To Accomplish Objectives

## CAREER SUMMARY

- ✓ Managing Activities To Ensure That All Products, Raw Materials And Products Dispatched From The Unit Meet Legal Standards As Well As Company Standards.
- ✓ Designing, Implementing And Conducting Audit Programs Based On International Professional Standards
- ✓ Preparing, Examining, And Analyzing Logistics Records, Logistics Statements, And Other Logistics Reports To Assess Accuracy, Completeness, And Conformance To Reporting And Procedural Standards
- ✓ Proven Expertise In Designing, Implementing And Conducting Audit Programs Based On Professional Standards.

## CORE COMPETENCIES

Strategic Sourcing | Logistics Operations | Commercial Operations | Distribution & Transportation | Process Audit  
Insurance Management | Export /Import Documentation | Pr-post Shipment | Vendor Management | Quality Control  
Team Management | Training & Development | Leadership

## WORK EXPERIENCE

NAME OF THE ORGANIZATION	DESIGNATION	DURATION	TYPE OF PRODUCT	FIELD OF WORK-ING
TKL Knits from Covai	Operations Execu-tive	April 2019 To August 2019	Export Kniting Garments	EXIM Documentation
Safexpress Pvt Ltd	Operations Execu-tive	20.july 2018 TO 19 april to 2019	Logistics services	Domestic Logistics Controller.
Bisleri International Pvt Ltd Bangalore	Logistics Officer	05.Oct.2015 TO 10.June.2018	Beverages	Domestic Logistics Controller.And W/H Management
B L R Export Textiles Manufacturer Com-pany From Bangalore	Logistics Officer	Nov 2011 TO Sep 2015	Textiles	2. Domestic docu-mentation & Logistics Controller.
Arvind Miles ( Banga-lore )	Logistics Officer	Mar -2010 TO Oct 2011	Exports Textiles	Stores & Ware House Logistics

## PRIMARY RESPONSIBILITIES:

- ✓ Material Planning, Storage & Movement:

- ✓ Plan & Dispatch For Goods As Per The Customer Requirement & Coordinating All Distribution Activities In Shipping, Receiving And Packing.
- ✓ Arranging For Inspection Process For Incoming Materials.while Create GRN
- ✓ Making Documents For Defective Parts Return To Suppliers. Create debit note and intimate to concern Team
- ✓ Continual Improvement In Shop Floor Systems.
- ✓ Used FIFO, LIFO Methods While Loading.
- ✓ Arrange Insurance Coverage of goods
- ✓ Reserve Necessary Space On Ships, Aircraft, Train.
- ✓ Dispatch And Receipt Of Right Stock At Right Place And Right Time.
- ✓ Arrange Special Transport For Sensitive Goods Like Livestock Like Freezer, Medical
- ✓ Sales Order managements

## **TRANSPORT ACTIVITY**

- ✓ DACC, DOD ,COD TOPAY, APPOINTMENT DELIVERY. Confirm To Consignee While Phone Call And Mail Conversation Support To Make Smooth Delivery .
- ✓ Undelivered Consignments As Confirm With Consignee And As Per The Consignor Request We Create DEVIATION .REBOOKING , REDIRECTED ,U-G-D ,Support To Inventory Managements.
- ✓ While Delivery Vehicle Ensure The Consignments As Per The Consignments Note And While Create Trip Sheet & Gate Pass Than Share To Delivery Vender .
- ✓ DEPS Managements Takes Intervention To Identification For DEPS Take Photo And Mark Scanning While Intimate To Concern Departments And Concern Branch Head Achieve 100% DEPS Controls .
- ✓ On-Time Loaded Consignments & Release All Transshipment Vehicle As Per The Daily Time Schedule Without Fails.
- ✓ Pickup Failed Mark To Next Day Concentration Given To First Preference As Intimation To Concern Team .
- ✓ While Delivery Vehicle &Transshipment Create Consolidate E Way Bill As Well As Create New E-Waybill Has Been Expiry
- ✓ Logistic Planning And Manpower Allocation. Along With C.N Assign To Vehicles Based On C-P-B &L-C-P-B Undelivered And Transshipment Unconnected Consignments Give First Preference Every Operation
- ✓ Share The Knowledge Fragile & Weight Material Managements Below And Upper And Use Steel Cargo Bar Make Partition Between Different Branch Consignment And Avoid Damages Incidence.
- ✓ Maintained Only Clean P.O.D Avoid Unclean P.O.D ,After Delivery .
- ✓ Before Unloading The Booking Pickup Vehicle Ensure The Wight And Volume As Per The C.N If Have Any Mismatch While Re -Correct & Edit C N ,As Per The High Managements Instruction .
- ✓ Before Loading Ensure Vehicle Sun Light Test ,Check Leakage Test

**SECONDARY RESPONSIBILITIES:**

- ✓ Maintaining Good Relationship With All Customers.
- ✓ Co-Ordination With Purchase And Finance Department To Solve Issues Related With Invoice And Purchase Orders.
- ✓ Implementing 5S And Error Proofing Method.
- ✓ Member Of Cost Saving Activities In The Plant Inventory Control And Cost Reduction.
- ✓ Monitor/Record Location Of Goods In Transit. As Well As Goods Temperature Present Condition

**MANAGEMENT RESPONSIBILITIES:**

- ✓ Create Policies Or Procedures For Logistics Activities.
- ✓ Plan Or Implement Material Flow Management Systems To Meet Production Requirements.
- ✓ Train Shipping Department Personnel In Roles Or Responsibilities Regarding Global Logistics Strategies.
- ✓ Resolve Problems Concerning Transportation, Logistics Systems,
- ✓ Design Models For Use In Evaluating Logistics Programs Or Services.
- ✓ Conduct Or Review Environmental Audits For Logistics Activities, Such As Storage, Distribution, Or Transportation.
- ✓ Obtained Data Check And Generate The Invoice
- ✓ Resolve Customer & Forwarder Queries
- ✓ Undertaking Freight Negotiations With Shipping Companies, Air & Ocean.
- ✓ Planning For Every Month Based On Our Company Requirements
- ✓ Managed Daily / Monthly Status of Report of rts.
- ✓ Inventory Control And Monitoring In (Bonded Warehouse) Bonding And Non-Bonding.
- ✓ Coordinating With PPC For The Stock Details And Further Requirement From The Vendors/Suppliers.
- ✓ On-Time Delivery For FG Parts To Customer (Avoid Line Stop Situation )
- ✓ Preparation Of Monthly & Daily Plan Sheet
- ✓ Monitoring Opening Stock Vs Customer Plan
- ✓ Dispatch / Stock Updating.
- ✓ Maintaining Customer Stocks.
- ✓ Sending Monthly ERP Based Statements To Customer And Finance.
- ✓ Outbound Transportation Manage.
- ✓ Commercial Invoice Preparation
- ✓ Monitoring Transportation For The Collection Of Subcontracted Items.
- ✓ Controlling Loading & Unloading Activities.

**INBOUND & OUTBOUND ACTIVITIES:**

- ✓ Maintaining the Accurate Stock in Stores Items.

- ✓ Maintaining The Stocks In ERP
- ✓ Reconciliation Of Book Stock V/S Actual
- ✓ Preparing GRNs
- ✓ Leading the Team of Stores Personnel.
- ✓ Custodian Of RM Store/Finished Stores.
- ✓ Driving 100ppm System In Stores Function.
- ✓ ASN Apply and smooth dispatch
- ✓ Packing Order and Loading Vehicle.
- ✓ Revenue Recovery.

#### **SAFETY MANAGEMENT SYSTEM (SMS)**

- ✓ Define how the organisation is set up to manage risk,
- ✓ Identify workplace risk and implement suitable controls,
- ✓ way to continuously identify and monitor hazards and control risks while maintaining assurance,
- ✓ Introduce the Extinguishers to help the stop flames for class of fire A B C D .

#### **KEY ACHIEVEMENT**

- ✓ Successful Handling For Break Bulk Shipment,
- ✓ Transport Cost Saving. domestic logistic.

#### **DECLARATION**

I hereby declare that the information furnished above is true to the Best of my knowledge.

**(M.D.SRINIVASAN)**