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| **carrier summary :**   * Currently working for **Kadam Logistics services – CEAT LTD [HOSUR & KOLAR ]** as a Warehouse Asst. Manager From Nov 2016 [ 3PL logistics which supplies CEAT TYRES to ASHOK LEYLAND,TAFE,VST,HONDA ] * Worked for **TVS Motor company [HOSUR]** as a Graduate engineer Trainee From Feb 2013 to May 2015   **RESPONSIBILITIES :**   * Whole sole in charge for warehouse Stock, Delivery to customer to JIT Basis, follow up of Materials from CEAT Plant to Maintain Min. stock at Warehouse as per agreed norms between CEAT & Clients. * Just in time delivery for Ashok Leyland – Hosur, Ashok Leyland – Ennore, Tafe - Doddaballapur & Madurai, VST – Hosur, HONDA – Kolar * Delivery Planning for Customers and Placing the vehicle for Respective Location. * Follow up of vehicle Placing to the Customer’s Location like Hosur, Doddaballapur, Madurai, Chennai. * Problem solving for Transit Issues to the vehicles arriving from CEAT Plant- NASIK, HALOL to Warehouse-HOSUR & the same for Customer End . * To get the delivery status and report through MIS everyday. * Reporting the Stock Status & Transit Details to CEAT Sr.Regional Manager – South [Chennai]. * Reporting the Stock & Delivery status to ASHOK LEYLAND, TAFE, HONDA, VST – Div Managers & Material Managers. * To follow up the inbound and outbound shipments till the delivery scheduled as per Customers needs. * Very Often to visit the customer end, check their requirements and support to fulfill the same. * Ensuring that 100% customer Satisfactory & maintain Good relationship with Customer.   **Warehouse Role :**   * To receive the materials by checking the materials manually and physically according to the invoice received, check for the Item code and Stack accordingly and update the same through SAP. * To issue materials according to the Schedule (Material Request Slip) raised by Parties and by doing the MIA (Material Issue Authorization) along with the Gate Pass, E way bill generate through SAP. * Sharing advance information Regarding Schedule Drop or Raise to CEAT Plant. * To generate Inward, Outward and stock report on daily basis and forward to the Superiors. * To do the Physical Verification on month end day and report the same to the Superiors. * Labour Monitoring & inventory Accuracy. * Whole sole responsible for inventory.   **Transportation *:***   * As per Client’s need, Vehicle Arrangement from Local Transporter’s, loading the Materials as per Operation Procedure & norms with PDI. * Vehicles follow up till the Party Gate Entry, Delivery & receipt from Customer end.   **Bills & Claims:**   * Billing Advise to Generate the bills & follow up for the same submission before 2nd of every month and Payments to happen within 30th of the same month. * Advise to generate the Extra Provisional & other claims with supporting Documents & approvals. * Handle the Documents for GST Returns & filings. * Generate the Report & bills for transportation Payment.   **DECLARATION :**  I consider myself familiar with the above aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.  Place :HOSUR  Date : (LOKESH.C) |