

CHARLES M C

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OBJECTIVE

To work for an organization that provides me the opportunity to improve my skills and knowledge to grow along with the organization's growth.

EXPERIENCE

2020 – PRESENT

INVENTORY MANAGER, CHENNAI SERVE

ROLES AND RESPONSIBILITIES:

- Inventory management
- Inventory inward and outward process
- Processing and release of inventory against the order
- Order management
- To keep the inventory safe and secure
- Maintaining the stocks and orders
- Executive Assistant

2018 – 2020

EXECUTIVE, UNIWORLD LOGISTICS PVT LTD

ROLES AND RESPONSIBILITIES:

- Systematically managing inventory and maintaining records in our computer database
- Container booking for clients
- Preparing and submitting the Shipping Instruction (SI) documents
- Bill of Lading- Preparing/processing the Sea-Exports Bill of Lading Handling
- Customer queries and requirements, on daily basis to enhance customer satisfaction
- Follow up with the liner for the liner invoice
- Monitoring and maintenance of DSR
- Sending Pre-Alert Mail to overseas office with attaching required documents for clearance in overseas offices
- Follow up with the Overseas Offices for timely delivery of the material to client
- Dispatch planning as per agreed SLA and Stock situation

EDUCATION

JUNE 2021

MBA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT, CII- INSTITUTE OF LOGISTICS,
TAMILNADU

APRIL 2017

PG DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT, LOYOLA COLLEGE,
TAMILNADU (73%)

APRIL 2016

BACHELOR'S DEGREE FOR MATHEMATICS, LOYOLA COLLEGE, TAMILNADU (55%)

ACADEMIC PROJECTS

S: NO	PROJECT NAME	YEAR
1	Market study research on online shopping	2016
2	Study on TI Cycles – Supply chain management	2017

INTERNSHIP

DURATION – 1 MONTH

PANTALOONS, - ADITYA BIRLA FASHION AND RETAIL LIMITED

- Warehousing
- Inventory process in SAP
- Customer Service

TECHNICAL PROFICIENCY

Tools : MS Office
Operating System : Windows XP, Windows 10, MAC
SAP : Inventory Management

PERSONAL INFORMATION

Date of Birth : 19 May 1994

Gender : Male

Marital Status : Unmarried

Hobbies : TedEX, Travel, Photography, Gaming

General skills : Leadership skills, Team building, Goal oriented

Languages Known	Read	Write	Speak
Malayalam	✓	✓	✓
English	✓	✓	✓
Tamil	✓	-	✓
Hindi	-	-	✓

DECLARATION

I hereby declare that above information is correct to the best of my knowledge and belief.

Place: CHENNAI

Date:

CHARLES MC