

CARRIER OVERVIEW

To obtain a challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my ability and knowledge.

ACADEMIC CREDENTIALS

| Qualification | Institution | % of Marks | Year of Passing |
|---------------|--|------------|-----------------|
| B.Com | Pachaiyappa's college for Men Kanchipuram | 75% | 2016 |
| HSC | Donbosco Hr. Sec. School Pannur | 81% | 2013 |
| SSLC | CSI High School Sriperumbudur | 71% | 2011 |

TECHNICAL & COMPUTER SKILLS

- Typewriting - English (Higher)
- Computer Basic & Internet
- MS Office
- Tally – ERP 9
- E-Way Bill Generation Bulk and Single.
- **SAP Knowledge in Materials Management in Warehouse & EMS.**

PROFESSIONAL EXPERIENCE

- **1 Year** of experience an **Executive** – Assembly Kitting at **BHARAT FIH LIMITED.**
- **4.2 Years** of experience an **Executive** – Logistics and Planning at **Genius Consultants Ltd.** – Man Power service provider for ProConnect Supply Chain Solutions Limited – at **BOSCH LIMITED.**
- **1 Year** of worked as **Production** at **Kwang Sung Brakes India Pvt. Ltd.**

BHARAT FIH LIMITED

Roles and Responsibilities

- Working an **Executive** for **Assembly Kitting** from February 2021 to Till Now.
- Managing DL and IDL for Kitting and FG Area and handled around 30 People.
- Material Management as per PPC requirement.

KITTING

- Ensure availability of SFG material against day plan.
- RMA Material arrangement in Assembly Kitting for line Start up without line stop.
- Accountability of materials and regulations of individual stocks in each location.
- Prepared Scrap document against Scrap sheet from production team.
- Tracking sheet maintain every material issued for production line.
- Weekly Cycle Count as per Plan.
- Material planning for tomorrow plan Startup.
- Work order release for picklist issue and FG process.

FG

- Shipment planning as per requirement of PPC Team.
- Conducting meeting with Kitting and FG Team regarding management requirements and daily performance and error related.
- Document preparation for FG Movement.
- Uploading Scrap Document for management approval.
- Prepared Daily Scrap report.
- Weekly KPI report for every Friday before 9.00am.
- Every report prepared based on KUSD Value and INR Value.
- RMA Replacement for customer return.
- Order Teco Process done with effectively.

BOSCH LIMITED

Roles and Responsibilities

- Worked an **Executive** from **November 2016 to 2020 December**.
- Management of a Central Distribution Centre with 67 employees, Inventory value of 100 Crores holding a storage space of 70,000 square foot.
- Handling approximately 1530 tons of Cargo per Month.
- Monitoring Inbound and Outbound.
- Planning and Allocating the Sales STM orders for Dispatching.
- Warehouse transactions – from GRN to Shipment Completion.
- Train & Develop new staff in goods receiving and dispatching.
- Vehicle planning and Coordinate with transporters for vehicle placement.
- Follow up the shipments are delivered on time to the customers.
- Monthly MIS & KPI reports prepared on time.
- Warehouse related invoice checked and send to HO for payment process.
- Checking transport Invoice & POD's copies and tracking.
- PR Creation in SAP as per requirement.

INBOUND

- Checking document status once the Truck/Vehicle reaches the warehouse.
- In case of any discrepancy, generating the Damage Discrepancy report (DDR) the concerned Team.
- GRN process as per FIFO.
- Put away the shipments to the respective locations and uploading in SAP
- Unloading the shipment as per stacking norms.

OUTBOUND

- Coordinate with Sales & STM Team.
- Monitoring pending Sales & STM orders in SAP.
- Creating the pick list for Sales in STM.
- Monitoring the picking and packing as per the PGI Date.
- Generating the invoice in SAP as per the process.
- Dispatch the Material to LDC and Customer as per the schedule time line.
- Preparing E-way Bill Process.

INVENTORY

- Maintained the warehouse inventory of 70,000 Sqft contains of HRS & SRS.
- Responsible for inbound and outbound activities without discrepancies.
- Maintaining 100% stock accuracy.
- Performing audit on weekly & Monthly basis.

KWANG SUNG BRAKES INDIA PRIVATE LIMITED

WORK EXPERIENCE

- Working as a DL in line from October 2015 to 2016 November.
- Supporting for Production Department for 1year.

ADDITIONAL

- Good communication skills.
- Attention to detail.
- Ability to work individually as well as a part of a team.
- Improving my self-day by day & learn from my mistakes.

Thanking you,

PLACE: Chennai

yours faithfully,

DATE:

THANGARAJ. M