

ELAKKIYA R

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CAREER OBJECTIVE:

To secure a challenging supply chain management position with a dynamic and exciting Organization where my business knowledge, experience and skills will contribute towards the growth and success of the organization.

WORK EXPERIENCE:

Employer : KONE Elevator India Pvt Ltd – Chennai
Designation : Jr - Process Agent (Logistics Coordinator & Order Manager)
Nature of Job : Order Management (Supply Chain Management)
Duration : Feb 2019 to Present
SAP Module : SAP – SD, MM Module

KEY COMPETENCIES AND SKILLS:

- ✓ Extensive Knowledge on usage of ERP systems - SAP SD Module & MM Module
- ✓ Have extensive experience in Purchasing, Procurement, Order Management, Order Planner, Logistics and Warehousing & Storage.
- ✓ Being an SME, have extensive knowledge in complete process of End to End activities of Order Management and Logistics Management Profile
- ✓ Assisting the team if any issues in SAP or Process Knowledge
- ✓ Responsible for preparing SOPs if any new process implementation
- ✓ Cost reduction, Strategic planning & Vendor management
- ✓ Ensures quality in every action and activity and meets deadlines on objectives
- ✓ Understands the relevance of new technology/practices on my own interest in work.
- ✓ Proficient with computer literate such Microsoft Word, Microsoft Excel, Power point and Internet.
- ✓ Managing the Complete team in my leads absence.
- ✓ Weekly calls with Clients to update the order status and to understand their concerns and feedback.
- ✓ Responsible for connecting team Huddle every week to work on New Learning's

Order Manager (Kone Elevator)**(Feb 2019 – Present)****Order to Cash:**

- ✓ Responsible for triggering all customer invoices through SAP, as well as creating Credits and Debits.
- ✓ Purchase Order processing, Sales Order creation, Delivery and Invoicing through SAP.
- ✓ Working on FIFO methodology in order to maintain the clean KPI
- ✓ Check on PO cancellation and delivery, push out POs with suppliers to avoid excess inventory.

- ✓ Established and implemented materials management policies and techniques that yielded the optimum balance of inventory and minimized all inventory related costs.

Wipro Limited, Chennai :- Officer – Logistic Coordinator

(June 2017 – Aug 2018)

Order to Cash:

- ✓ Purchase Order processing, Sales Order creation, Delivery and Invoicing of MEA customers through SAP
- ✓ Coordinate with Internal Business Partner (requestor) for Purchase Order/BOM Changes.
- ✓ Checking the Material availability in the system and follow up for the Delivery Plan.
- ✓ Tracking the day to day orders and Chasing the HWSC team for the Delivery plans to meet the Customer Requested Date.
- ✓ Responding the calls from customers and performs routine office activities simultaneously.
- ✓ Being a SME resolving the queries with respect to process on timely basis.
- ✓ Reporting and tracking the sales order related subjects to Order Processing Supervisor at EOD on daily basis.
- ✓ Analyzing and collating the generic reports to minimize the complaints.

PROFESSIONAL EXPERIENCE:

Supply chain

- ✓ Extensive knowledge of coordinating all of the entities involved in a supply chain.
- ✓ Excellent interpersonal skills, team players recognized for propensity to establish and maintain solid relationship with co-workers, subcontractor, and management.
- ✓ Interacting interdepartmentally to streamline procedures and establish work requirements.
- ✓ Knowledge of managing returns and rejections professionally & promptly with suppliers.
- ✓ Extensive experience in the strategic planning and transportation of products.
- ✓ Able to negotiating rates with local contractors and also international companies.
- ✓ Planning of procurement, production, inventory control, logistics and distribution.
- ✓ Ensured timely order flow and delivery within agreed deadlines
- ✓ Quality reports are maintained on Colossus tool to ensure 100% quality to avoid escalation's.

Achievements:

- ✓ Promoted as a QC specialist based on my performance in the short period.
- ✓ Awarded **“Women Employee of the year 2021”**.
- ✓ Awarded **‘Best Employee of the Quarter during 2021’**.

Personal Strengths:

- ✓ Quick learner & Smart worker.
- ✓ Good Team player.
- ✓ Flexible and self-motivated person.
- ✓ Adaptability and ability to work under pressure.

TECHNICAL SKILLS:

- ✓ Good knowledge in operating systems-Windows 7, Windows XP.
- ✓ Working Knowledge in Outlook, Microsoft Excel, Word and PowerPoint.
- ✓ Excellent working experience in SAP MM & SD.
- ✓ Basics in Java,.net

QUALIFICATION:

S.NO	COURSE	SCHOOL/INSTITUTION	YEAR OF STUDY	PERCENTAGE/CGPA
1	MBA	Loyola College (Pondicherry University) Chennai.	2020	80%
2	BCA	DG Vaishnav college of Arts & Science, Chennai.	2017	84%
3	HSC	Jaigopal Garodia Matriculation Hr Sec School, Chennai.	2014	76%
4	SSLC	St Moses Matriculation School	2012	91%

PERSONAL PROFILE

Name : Elakkiya R
Date of Birth : Jan 19th 1997
Father's name : Ravi
Languages known : Tamil, English (Read &Write)

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:
Place:

ELAKKIYA R