

# PAZHANIMUTHURAJA

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## OBJECTIVE:

Logistics dispatch refers to the procedure of preparing, transporting, and delivering goods. This is a crucial phase in the logistics supply chain, encompassing the planning, tracking, and management of the entire operation. Inward materials require documentation checks, while stock materials are verified in reports on a monthly and daily basis.

## EXPERIENCE

### STORE OFFICER APR-2025 TO SEP 2025

#### Murugappa water technology solution pvt ltd-(GENIUS CONSUTANCY)

- Verified incoming goods against purchase orders to ensure accuracy.
- Conducted regular stock checks and reconciled inventory discrepancies.
- Maintained accurate inventory records using inventory management software.
- Implemented First In, First Out (FIFO) systems for effective stock rotation.
- Organized storage areas, ensuring cleanliness and optimal stock placement.
- Oversaw daily store operations, including receiving, storage, and dispatch processes.
- Coordinated with procurement, production, and logistics for timely material availability.
- Generated reports on inventory levels, stock movements, and operational performance.

#### Senior executive-JAN2025 TO MAR2025

#### CATERPILLER INDIA PVT LTD –HOSUR (RANSTAND PVT LTD)

- Preparation of scrap invoices.
- Documentation and coordination of hazardous scrap materials loading (forms 10, 6, 9).
- Verification of supplier amounts and follow-up on new amount deposits via company portal and SAP MM.
- Discussion and approval of asset scrap materials sales amounts.
- Daily monitoring and planning of scrap materials.
- Submission of the overall monthly report on dispatched scrap materials.
- Daily activity reporting to the team manager.

## SKILLS

- Inventory Management
- Transportation
- Coordination
- Shipping & Receiving
- Shipping Documentation
- Operational Efficiency
- FIFO
- Problem solving
- Time management
- Problems solving
- Team collaboration
- Inventory management

## Software knowledge

- Sap MM
- MS Excel
- MS word

## LANGUAGES

- Tamil
- English
- Hindi

## **FINISHED GOOD & DISPATCH ASSISTANT- FEB 2023 TO JAN 2025**

### **TITAN ENGINEERING AUTOMATION LTD (A&D)-HOSUR, TAMILNADU (SEQUAL LOGISTICS)**

- Processing and validating customer orders, assessing inventory levels, and organizing shipments
- Ensuring that products are packaged correctly to safeguard them during transportation
- Affixing necessary labels that include recipient details, shipping guidelines, and tracking information
- Tracking the shipment's status and estimated delivery time using tracking numbers or other identifiers.
- Supervised daily inventory checks to ensure data precision.
- Coordinated the dispatch of drivers to meet daily delivery objectives.
- Recorded incoming materials into the SAP system.
- Assisted senior management by providing reports that highlight performance to facilitate process enhancements.
- Flexible and skilled in quickly and efficiently grasping new concepts.
- Collaborated effectively within a team, offering support and guidance.
- SAP MM (321 movements, 601, 201, 311, 202 movement & packing slip, reservation, proforma invoice & billing, bin transfer, gate pass, tax invoice).
- Courier arrangements (e-way bills & air way bills).

### **Canimara export (garments exports house)**

July 2020 - February 2023

- Produced distributed and field copies of all billing documents.
- Flexible and skilled in rapidly and effectively grasping new concepts.
- Collaborated effectively in a team environment, offering support and guidance.
- Created necessary documentation and information for shipments.
- Prepared data for monthly dispatch.
- Oversaw multiple shipments at once, prioritizing tasks and ensuring a smooth workflow.
- Engaged effectively with drivers, clients, and other departments to communicate essential information clearly and succinctly.

## **EDUCATION**

### **Thanthai hans roever collage, perambalur-bharathidasan university**

**2017- 20 Batch**

**B.Com**

### **Nehru higher secondary school -perambalur**

**2014-17**

**10<sup>th</sup> & 12<sup>th</sup>**

## **DECLARATION**

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