

- ✓ Logistic Software SAP WM, ERP

Soft Skills

- ✓ Problem-solving
- ✓ Communication
- ✓ Teamwork
- ✓ Leadership

Professional Experience

- **Reliance Retail Private Ltd, Trichy (Sep 2022 to Present)**

- ✓ Managing Inbound, outbound and Transport
- ✓ Receiving stock information and assisting in-charge warehouse in supervising warehouse activities
- ✓ Plan & Ensuring a daily manpower present & managing staff weekly shift rotational
- ✓ Providing guidance and encouraging 3PL employees on daily meeting to increase service level and nil discrepancies.
- ✓ Daily Basis we coordinate 300+ vendors and provide appointment
- ✓ Coordinating with vendor on planning future capacity requirements
- ✓ Prepare and send weekly in and out report
- ✓ We follow KPI parameters and achieve Dashboard will be green only
- ✓ Before Receiving we coordinate the vendor and done Auto ASN.
- ✓ In case of Discrepancies of receiving time happened (MRP, Shelf Life Issue) coordinate with NHQ team and Solve the issues.
- ✓ Wet Condition and damage condition stock has returned as per the Process.
- ✓ Receiving the Vehicles of TAT Time of 6 hours for Full process of in & Out
- ✓ Put away Completion of 8 hours and daily calculate the Productivity of Employees.
- ✓ For Smooth operation, need bin effectively to coordinate with Inventory & outbound team to complete bin optimization & Picking qty.
- ✓ Day to Day audit of Put away audit, Empty Bin Audit & Replan audit.
- ✓ Drive to Ensure bin Accuracy as more than 99%.
- ✓ For fast moving articles need to do slotting.
- ✓ Each and Every month to complete the Cycle count of all articles.
- ✓ Right bin article as per book stock to match physical stock.
- ✓ Monitoring of near expiring articles and Send mail to NHQ team and Category team, and get STO for Stores and dispatch the Stocks of high priority.
- ✓ Tracking of slow/ fast/ non Moving articles & taking help with Category and NHQ team, to get stock STO for allocation.
- ✓ Handling of 74 stores Smart Points & Smart.
- ✓ Coordinate with product category manager & NHQ team to get STO allocation.
- ✓ Drive to get more than 99% DC Picking Efficiency.
- ✓ In case of GRN pending from Store side we are follow up on daily basis.
- ✓ Ensuring 100% of micro count of High Value SKU'S
- ✓ Arranging Crates, Empty Cartons & HHT as well as operations on daily Basis.
- ✓ Ensure FIFO for Put away & Picking.
- ✓ Preparing orders by processing requests, pulling orders and transporting packages to the shipping area
- ✓ Processing orders and preparing packages for mailing
- ✓ Planning vehicles for dispatch.
- ✓ Vehicle Document DMS, Rate approval follow up
- ✓ Trip Creation for Vehicle, Loading, PGI, STN Process, Delivery and DMS

- ✓ Drive to get vehicle Rotation and Utilization
 - ✓ Planned vehicle of Tonnage basis for available HU's picked.
 - ✓ Doing Costing monthly basis
 - ✓ Vehicle Detention and Vehicle diversion follow up
 - ✓ Ensuring the work Condition of the BOPT, MHE-fork lift, hydraulic/hand trolleys for Smooth operations
 - ✓ Maintaining standards of health and safety, hygiene and security in the work environment of the warehouse.
 - ✓ Any other responsibility relevant to warehouse management can be assigned according to situation.
- **Coastal marine Construction and Engineering Pvt. Ltd, Mumbai (Mar2021 to Feb2022)**
- ✓ Support integrated logistics support tasks
 - ✓ Conduct supportability analyses to influence logistics strategies
 - ✓ Ensure compliance with technical standards and program objectives across all logistics deliverables
 - ✓ Responsible for all procurement activities
 - ✓ Preparing comparative statements and analyzing quotations
 - ✓ Determine appropriate source selection of materials, services considering cost, quality and reliability
 - ✓ Problem solving attitude
 - ✓ For avoiding situations like over-stocking or out-of-stock.
 - ✓ Liaison with finance department for timely payment of bills
 - ✓ Suppliers follow up
 - ✓ Timely delivery of the materials
 - ✓ Serve as a critical link between engineering development and field operations , driving sustainment solutions from concept through deployment
- **Procandour Automotive Systems India Pvt. Ltd, Chennai (May2018 to Mar2021)**
- ✓ Effective management of stores cycle receipt, inspection, storage, cataloging, inventory and issue stores accounting and closings
 - ✓ Coordinating for unloading the materials by verifying quantity ordered
 - ✓ Preparation of stock statements
 - ✓ Receipts transaction monitoring
 - ✓ Ensuring timely GRN made for all material receipts
 - ✓ Monitoring shelf life items
 - ✓ Ensure timely material issues to production line without any production stoppage
 - ✓ Responsible for all safety precautions
 - ✓ Making MIS against MRS
 - ✓ Periodical monitoring of shelf life items using FSN analysis
 - ✓ Stock transfer material follow up
 - ✓ Planning vehicle transportation for daily dispatch for the Avg target of 50 Lakhs of Materials.
 - ✓ 6S Maintained on every location and aisle also in the work station and office area.
- **Pyeong Hwa Automotine India Pvt. Ltd, Chennai (Mar2017 to Apr2018)**
- ✓ Operate and monitor press shop machine
 - ✓ Ensure sufficient supply of raw production materials on a daily basis to guarantee uninterrupted and efficient operations
 - ✓ Inspect equipment for defects using measuring instruments
 - ✓ Made sure that products were produced on time and are of good quality

Personal Details

- **Father Name** : Mr. Kanagaraj
- **Marital Status** : Married
- **Religion** : Christian
- **Nationality** : Indian

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
- Place : Kanniakumari
- Date :

SARUN K.