

SARUN K



About Me



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Jun01, 1995



Kanniyakumari, Tamil Nadu

Summary

- ✓ “Results-driven Supply chain warehouse Executive with 8+ years of Experience in optimizing end to end supply chain process, including Inbound, Inventory management, outbound, order fulfillment, Logistics, process improvement and team leadership. Proven ability to optimize warehouse operations and seeking to leverage expertise to drive efficiency and cost savings”. A leader with strong skills in taking process improvement and cost reduction initiatives and implementing quality systems for enhancing plant efficiency. Effective communicator and negotiator with strong analytical, problem solving and organizational abilities. Good listener and easy to learn new Process. Knowledge of SAP (WM, MM), Excel.



Education

Bachelor of Engineering

Madha Engineering College
Chennai, TamilNadu

Anna University Board

Graduated, 2016

Marks 65%

+2th

St.Mary Goretty Hr.SecSchool
Manalikai, Tamil Nadu

State Board

Graduated, March 2012

Marks 62%

10th

Govt High School
Kumarapuram, Tamil Nadu

State Board

Graduated, March 2013

Marks 75%

Areas of Expertise

- ✓ Supply Chain Management
- ✓ Warehouse Management
- ✓ Store operations
- ✓ Team Management
- ✓ Logistics

Skills

Hard Skills

- ✓ Inventory management
- ✓ Order processing
- ✓ Shipping and Receiving
- ✓ Material handling Equipment (Fork lift, order Picker etc.)
- ✓ Skilled in MS office (MS Excel, MS Word, MS PowerPoint)

✓ 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 Automotone 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 : Kanniyakumari
- Date :

SARUN K.