



# Tamil Mugilan

MATERIALS HANDLER

## Personal Details

7708419535

[messimugi394@gmail.com](mailto:messimugi394@gmail.com)

## Skills

Communication Skills

Ability to Work Under Pressure

Adaptability

Microsoft Office

Fast Learner

Ability to work in a team

Advance Analytical Thinking Skill

Ability to Multitask

Critical thinking and problem solving

Team leadership

## Languages

English

Hindi

## Professional Summary

Experienced materials handling professional with a strong background in stores, dispatch, receiving, and purchasing. Skilled in managing inventory levels, coordinating shipments and deliveries, and negotiating with vendors to secure the best prices. Proven track record of optimizing processes and improving efficiency within the materials handling department. Exceptional organizational abilities and a keen eye for detail. Ready to bring my expertise to a new team and help drive success in all areas of materials management.

## Employment History

### Material handling , Daimler commercial vehicles pvt ltd, Oragadam, Chennai

10/2021 - 02/2023

- Proficient in creating shortage reports to accurately track and monitor supply levels.
- Skilled in creating visually appealing and informative PowerPoint presentations to effectively communicate material handling strategies.
- Experienced in managing suppliers to ensure timely delivery of materials while maintaining cost effectiveness.
- Demonstrated ability to analyze data and identify potential shortages, allowing for proactive measures to be taken.
- Adept at implementing efficient material handling processes to optimize inventory management and minimize waste.

### Logistics Executive , Bullet Logistics , Oragadam, Chennai

11/2023 - 01/2024

- coordinating with drivers for timely delivery
- Managing receive materials need to segregate and move to location
- dispatch the correct material as per plan
- make invoice and GRN and E way bills
- manage in and out of the warehouse

### Store executive , Nelson Global products india, Oragadam, Chennai

02/2024 - Present

- Expertise in managing store operations, including inventory control, shortages, and stocktaking to ensure accurate stock levels.
- Demonstrated proficiency in making GRN (Goods Received Note) for incoming shipments and reconciling with purchase orders.
- Skilled in receiving and inspecting materials to ensure quality standards are met before they are accepted into the store.
- Proven track record in purchasing materials from reliable vendors at competitive prices while maintaining quality standards.
- Adept at procurement processes, negotiating contracts, and maintaining positive relationships with suppliers to ensure timely delivery of materials.
- order materials as per production plan

## Education

### B.sc Mathematics , Dr MGR Arts and Science college , Kanchipuram

06/2017 - 04/2020