

RESUME

Chandran V.

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#, 6/123, Kattupalli, Ervadi,
Ramanathapuram,, Tamil
nadu, Pin - 623515.

Career Objectives :

To acquire a set of skills for self - development and for the growth of the organization through continuous learning.

Strengths :

- A quick and continuous learner
- Motivated and dedicated in getting assignments to be done
- Strong communication skills

Professional Experience :

Organization : Homebox - Landmark group

Tenure : Nov 2017 - Dec 2022

Designation : Warehouse Assistant & Forklift Operator

Organization : Retail Logistics
Tenure : Jan 2023 - Jul 2024
Designation : Forklift Operator

Organization : Hellmann Calipar Healthcare Logistics
Tenure : Aug 2024 - Present
Designation : Forklift Operator

LICENCE DETAILS :

- **Driving license** : Valid Forklift License
- **Forklift license no** : 4113446
- **Date of issue** : 15/04/2021
- **Date of expiry** : 15/04/2028

Equipment Operation Expertise :

- Skilled in operating forklift, reach truck (12.5m+8.5m), Very Narrow Aisles (VNA) equipment, push-pull, tow tractor, and front-end loader.

Job Scope and Duties :

- Achieved high levels of customer satisfaction through excellence in receiving, identifying, dispatching, and ensuring the quality of goods.
- Measured and reported the effectiveness of warehousing activities and employee performance.
- Organized and maintained inventory and storage areas to optimize efficiency.
- Ensured shipment and inventory transaction accuracy.
- Communicated job expectations and coached employees to achieve performance goals.
- Determined staffing levels and assigned workloads effectively.
- Interfaced with customers to address inquiries and resolve operational issues.
- Maintained detailed records of items and utilized reports to project warehouse status.
- Identified areas for improvement and established innovative work procedures or adjusted existing practices.
- Collaborated with other departments to coordinate activities and improve efficiency.

- Documented all inventory transactions in compliance with standard operating procedures.
- Performed daily cycle counts to maintain stock accuracy.
- Ensured materials were picked and stacked to high standards while maintaining location accuracy in the Warehouse Management System (WMS).
- Coordinated with the stores team to plan daily stock requirements as per the replenishment plan.
- Maintained a clean, professional, and safe working environment through effective scheduling and planning.
- Accurately maintained BIN cards for stock control.
- Coordinated effectively with customers to ensure seamless day-to-day operations and high satisfaction.
- Supervised daily dispatches, returns, and RGP stocks related to the warehouse.
- Analyzed service issues and implemented new Standard Operating Procedures (SOPs) to reduce errors and improve efficiency.
- Optimized manpower costs without compromising on operational quality.
- Achieved 100% accuracy in dispatch processes.
- Identified and resolved operational issues through new processes to avoid deviations.
- Ran operations with a focus on safety and efficiency as top priorities.
- Successfully implemented 5S practices in the warehouse.
- Maintained Key Performance Indicator (KPI) accuracy to track operational success.

Computer Skill Set :

- MS Office well known, windows 98 & 2000 and XP
- WMS (Warehouse Management System)
- BIP (Oracle)
- GDMS (Global Delivery Management System)

Academic Qualification :

Qualification	Stream	Board/University	Year of Passing
SSLC	NA	State Board	2011

Personal Details :

- Name : V Chandran
- Father's Name : Velmurugan

- Date of birth : 10th Aug 1995
- Nationality : Indian
- Religion : Hindu
- Marital Status : Unmarried
- Known Language : Tamil / English / Hindi / Malayalam

Declaration:

I hereby declare that the facts stated above are true and correct to the best of my knowledge.

Place: Chennai

Sincerely,

Date:

(V Chandran)