

SANDHYA NATARAJ

Cash Management | MIS & Dashboard Management| Business Development | Inventory Management | Customer Relationship Management | Inbound & Outbound operations| Freight Forwarding | Fleet Management | Sales Coordination |3PL Management | E-Commerce Management



CONTACT

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Sandhya Nataraj

CORE COMPETENCIES

- Vault Management
- Supply Chain Specialist
- Documentation
- Compliance Management.
- Human Resource management
- Client & Vendor Management
- Bulk Order Processing, Coordination & Pricing
- Cost & Revenue Optimization

SKILLS

- Client Management
- Good team player
- Quick learner
- Strong decision maker
- Complex problem solver
- Proactive and willingness to take initiatives
- Adaptive & Flexible
- Leadership quality
- Smart worker
- Good interpersonal & communication skills
- Resource allocation

PROFESSIONAL SUMMARY

Reliable and result driven professional in supply chain and logistics management across various verticals with proven ability to manage teams and operations with expertise in collaborating cross functional teams, driving operational efficiency and meeting the objectives.

WORK HISTORY

Branch In Charge (Cash Logistics)
Hitachi Cash Management Service Pvt Ltd - Kochi,
Kerala, India

06/2019 – 09/2024

- Handling operations of 3 branches along with 150+ pool of employees.
- Manage operations cost related to branch; prepare and share periodic cost MIS for the branch with respective stakeholders.
- Order Processing and Fulfillment of cash based on customer request.
- Handling vaults for managing cash inventory.
- Coordinate with business development & Sales team for resolving service delivery related challenges and queries.
- Monitor and execute seamless end-to-end operations on a daily basis ensuring compliance, safety & security protocols and exceeding customer expectation; report in case of shortages to stakeholders.
- Track, analyses and report MIS on a regular basis – provide updates during branch reviews.
- Route management & Fleet management which includes all route related resources are ready for route & vehicle dispatch, route mapping is updated and coordinate with the Network Planning team for suggesting route restructuring, in case of added/deleted RGPs or to increase efficiency of route operation.
- Coordinate with Recon team for investigation of shortages and justification of ops related penalties. Adherence to audit compliance and implementation of changes suggested.
- Maintain good relationships with the clients & stakeholders and participate in customer review & stakeholders meeting for maintaining the customer service.
- Recruitment, training and development of team. And also focus on employee's retention, appraisals and promotions.

EDUCATION

- **Master Of Business Administration (MBA):** Logistics & Supply Chain Management **Vels University –** Chennai, Tamil Nadu, India **(2015-2017)**
- **Bachelor of Commerce:** Computer Applications **Don Bosco College –** Thrissur, Kerala, India **(2012-2015)**

LINGUISTICS

- English – Proficient
- Malayalam – Native
- Tamil – Fluent
- Hindi – Elementary

TECHNICAL EXPERTISE

- SAP
- MS NAVISION
- MS Excel, PowerPoint, Word

Inventory Analyst (FMCG) Team Thai, Kozhikode, Kerala

03/2018 – 05/2019

- Administering & overseeing the daily administration & operations of the warehouses including inventory management, order processing & stock allocation & replenishment.
- Preparation of regular inventory reports detailing inventory counts, discrepancies, dashboards and other statistical data.
- Maintaining and improving the company's inventory situation by analysing inventory statistics to determine which products are selling and which are not.
- Responsible for supporting the smooth running of the business by maintaining the stock levels as per the business requirement.
- Collaborate with cross functional teams to ensure inventory accuracy & availability.
- Coordinating with the workers and identify & resolve inventory discrepancies internally.
- Assist with inventory forecasting & planning for ensuring the optimal utilization of the resources.
- Monitoring E-Commerce operations and managing E-commerce team.
- Creating and maintaining inventory database and systems for accurately managing the inventory.

Logistics Coordinator (Logistics)

01/2017 – 02/2018

Trans Earth Logistics

- Managing Clients and Vendors.
- Fleet Management - Vehicle Assigning, Vehicle Scheduling, Vehicle Routing & Vehicle Tracking (GPS)
- Coordinating and monitoring both Inbound & Outbound Operations.
- Freight forwarding – Managing imports & exports through supply chain. Documentation & preparation of Bill of Lading. Aligning cargo insurance to the clients as per their requirement.
- Overseeing order fulfillment processes, coordinating transportation planning, and managing relationships with third-party logistics (3PL) providers.
- Monitor and evaluate 3PL performance through regular reviews and performance metrics to ensure they meet agreed-upon service levels.
- Recruit and coordinate logistics staff according to the availabilities and requirements.
- Communicate with suppliers, retailers, customer, etc to achieve profitable deals and mutual satisfaction.
- Implementing various cost-effective plans to enhance profitability.
- Identifying, tracking & fixing errors then to address errors so as to promote customer satisfaction & smooth operations.