

## CURRICULUM VITAE

**KARTHI. P**

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**Objective:** Seeking an opportunity in an organization that gives technical growth to the company and to my available potential and me is effectively utilized for betterment of the company.

### **Academic Profile:**

- **B. Com, Bharathidasan University-India** in the year 2010
- **MBA Logistics management Alagappa University** in the year 2017

#### **KEY SKILLS AND COMPETENCIES**

- Smart, presentable appearance.
- Good organization and prioritization skills.
- Self motivated, proactive & hardworking.
- Ability to listen and anticipate.
- Fully aware of all Health & safety legislation relating to office work.
- Good IT skills Word, Excel, Tally Email and Internet

#### **AREAS OF EXPERTISE**

- Office software
- Administration
- 3PL Operations
- Inventory Management
- Dispatch and coordination

### **Work Experience:**

#### **QUANTUM BROOKS LOGISTICS LLC From 2022 Oct to Till Date- Warehouse Incharge**

- Customs Clearance ,Mirsal II
- Arrange on-board delivery to vessel
- Handling air freight cargo
- Handling sea freight cargo
- Handling local transportation & Container token Generate
- Handling inventory management & Warehouse
- Handling WMS (GRN,GDN,INVOICE)
- LCL Cargo handling(SAS)
- Handling vessel ship spare delivery and collection
- Handling COO apply ,Calogi ,etc

## **BADAMI LOGISTICS**

### **From 2019 SEP to 2022 SEP- warehouse supervisor**

- Supervise the warehouse laborers & operators
- Making the GRN & GDN // Effective use of AWARE/Exactus WMS Software
- Controlling inventory levels by conducting physical counts
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations and coach employees
- Controlling inventory levels by conducting physical counts
- Housekeeping to ensure a safe and accident free environment.
- Like Assessment/Examination & all other source of customs functions
- Customer support executive of export shipments
- Interface with customers to answer questions or solve problems

## **APSL FZE - JAFZA**

### **From 2018 SEP to 2019AUG - warehouse supervisor • Supervise the warehouse, inbound & outbound operation.**

- Supervise the warehouse laborers & operators
- Making the GRN & GDN // Effective use of AWARE/Exactus WMS Software • Controlling inventory levels by conducting physical counts
- Ensure shipments' and inventory transactions' accuracy • Communicate job exp
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Interface with customers to answer questions or solve problems
- Housekeeping to ensure a safe and accident free environment// Maintain the warehouse machineries
- Assist with all other office administrative duties

## **NIMBUS LOGISTICS CARGO LLC FZE - JAFZA**

### **From Feb 2015 to July -2018 - warehouse supervisor**

- Supervise the warehouse, inbound & outbound operation.
- Supervise container unloading and put away.
- Ensure a correct pick list & checking order availability & delivering as per delivery instructions.
- Supervise Pick, pack and preparing orders for deliveries.
- Controlling inventory levels by conducting physical counts
- Housekeeping to ensure a safe and accident free environment.
- Ensuring all International and domestic shipments are processed accurately and on-time to the customer.
- Assist with all other office administrative duties
- Managed the team to work at a rapid pace to meet tight deadlines. • Handled warehouse operations for customs clearance.
- Handled Customs related activities of Import & Export.
- Super user of AWARE-EXACTUS WMS software.
- t tight deadlines. • Handled warehouse operations for customs clearance.
- Handled Customs related activities of Import & Export.
- Like Assessment /Examination & all other source of customs functions • Customer support executive of export shipments

## **TRANSWORLD LOGISTICS FZE - JAFZA From**

**2012 to 2015 -Warehouse Assistant •** Pick, pack and preparing orders for deliveries.

- Controlling inventory levels by conducting physical counts
- Housekeeping to ensure a safe and accident free environment.
- Ensuring all International and domestic shipments are processed accurately and on- time to the customer.
- Assist with all other office administrative duties
- Managed the team to work at a rapid pace to meet tight deadlines.

## **SOLAMALAI ENTERPRISES -Tamil Nadu, India. From 2010 to 2012 - Store Keeper**

- Store and release supplies or equipments
- Compile the records of the supplies.
- Checking the supplies from time to time
- Record the number and the kinds of supplies.
- Disseminate the supply in its designated areas. • Securing the status of each supply.
- Checking possible damages or scratches **Personal**

### **Profile:**

- Data of Birth: 15th Jan 1990
- Marital Status: Married
- Father's Name: Panneerselvam
- Languages Known: English, Hindi and Tamil •

References: Will be provided upon request

### **DECLARATION**

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

**KARTHI. P**