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##### SUMMARY

My goal is to effectively organize and coordinate all logistical operations across the entire supply chain. Working as an Executive in a Logistics Company for two years provided me with first-hand knowledge on how to operate enterprise-wide transactions efficiently and surpassing target goals. At present, I am constantly improving my abilities in logistics management.

**Key Performance**

Warehousing & Transportation, Materials Management, Inventory Management with Automobile Industry.

**EXPERIENCE**

Worked as an Operations Executive in NISSIN ABC LOGISTICS PVT LTD- GURGAON C/o **Shindengen India Pvt Ltd, Aicello India Pvt Ltd** from October 2013 to September 2015.

**Roles & Responsibilities**

**Warehousing**

* Overseeing the day-to-day operations of the warehouse, including materials handling, order tracking, operations, facility management and customer service.
* Ensuring that Inventory is maintained properly by taking cycle count and physical inventory.
* Entering all the data’s in WMS of materials handled in the warehouse
* Delivering Operations Excellence to the warehousing and distribution customers in terms of daily MIS report.
* Ensuring health, safety, cleanliness and security of the warehouse.
* Maintaining FIFO & 5S in the warehouse.
* To prepare, implement and maintain a complete warehouse materials Identification.
* Maintaining Safety & Healthy environment in the warehouse.
* Supporting the 3PL manager in preparing warehouse layout & various support documents as per the requirements.

**Transportation**

* Performing distribution services based on state-wise regulations
* Managing daily shipments to customers as per company’s quality standard
* Arranging for LTL movement if necessary.
* Coordinating with transport vendors for timely available of vehicle
* Preparing Invoices, Packing List and other transport documents (LR & Road Permit) for delivery.
* To keep tracking and follow up with the transporters for timely delivery of material
* Preparing monthly transportation MIS for billing
* Analysis of Transit Damages on monthly basis & getting feedback from Transporters as well as from customers.

**KNOWLEDGE, SKILLS & ABILITIES**

General knowledge of modern warehouse and inventory practices; thorough knowledge of materials and parts; general knowledge of the applicable standard grades and qualities of equipment, materials and supplies; ability to prepare and maintain accurate records; ability to plan and supervise the work of others; ability to establish and maintain good working relationships with seniors & associates; ability to prepare reports and maintain accurate records.

**EDUCATION**

2009-2012 Bachelor Of Business Administration in SHIPPING

AMET UNIVERSITY – CHENNAI

**INTERNSHIP**

* R.R Shipping Pvt Ltd – June 2010 to July 2010.
* J.M.Baxi & Co – June 2011.

**PERSONAL PROFILE**

AGE : 23

SEX : MALE

LANGUAGES KNOWN : TAMIL, ENGLISH & HINDI.