SanthoshKumar

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*5.11 Experience, in Warehouse, Logisticsand SCM*



EDUCATION

***MBA* [*HR and Marketing]***

*2009-2011*

*Anna University*

***BBM [Business Management]***

*2006-2009*

*Bharathiyar University*

TECHNICAL

SKILLS

* *SAP MM, SD and Basis*
* *MS Office tools*
* *Lotus Notes*

LANGUAGE

* *English*
* *Tamil*
* *Malayalam*

WORK HISTORY

Mar 2015 - **Robert Bosch Engineering **

Jan 2017

**Senior Associate** – Warehouse & Logistics

* *Driving projects with customers to improve delivery performance and quality within supply chain*
* *Extended support to the project of warehouse management in* [*Automotive Electronics*](http://www.boschindia.com/en/in/our_company_5/business_sectors_and_divisions_5/automotive_electronics_5/automotive-electronics.html) *, Power Tools Division and Driving Control Division*
* *Review in planning of post deliveries activities, soul responsible to Co-ordination between Forwarders, Central Department Warehouses and Bosch plants to ensure collect the ‘Proof of Transport’*
* *Managing the inventory and warehousing operations such as goods receipt, storage, picking and goods dispatchUpdating inventory and stockroom reports periodically.*
* *Provided support in Deliveries confirmation, tracking of Confirmationdeliveries generation project related documents;*
* *Coordination with customers’ requirements with relevant functions in Bosch plant and central logistics divisions*
* *Provided support towards with internal or external related queries*
* *Key-user in SAP (MM.SD,Basis)and Business Intelligence tool for report generation*

Aug 2012 - **VWR International LLC, **

Mar 2015

**Process Associate** - Supply ChainManagement & Warehouse

* *Creating purchase orders, sales orders, service orders, invoices and billing documents using SAP MM and SD.*
* *Tracking order status and product shipments.*
* *Create packing lists and update shipment information in database*
* *Monitor and facilitate repair orders*
* *Coordinate deliveries for repaired or returned items*
* *Conduct safety procedures for outbound shipment vehicle*
* *Batch Management: Determining batches for sales orders and deliveries.*
* *Interact with third party logistics service providers*
* *Maintain communication with warehouse staff to ensure proper work order*
* *Processing EDI orders, invoices and quotations. Creating Credit and Debit memos.*



KEY SKILLS

* *Logistics support*
* *Warehouse maintenance*
* *Order Tracking*
* *Vendor Management*
* *Materials Management*
* *Customer service*
* *Order Management*
* *Project Management*
* *International Calling*

COMPETENCIES

* *Attention to detail*
* *Qualitative*
* *Data Analysis*
* *Communication*
* *Work with deadlines*
* *Positive attitude*
* *Public Speaking*
* *Problem solving*
* *Planning & Prioritizing*

May 2011 - **Schumak Equipments India Pvt Ltd**

Jun 2012

**Asst.Manager** - Supply Chain Management

* *Preparing delivery plan, and resource allocation*
* *Site surveying, warehouse maintenance and inventory control.*
* *Assigning tasks for sub-ordinates and supervising the workflow.*
* *Maintained Tele-enquiry and Emails and sending Quotations based on the requirement*
* *Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.*
* *Monitor supplier performance to assess ability to meet quality and delivery requirements.*
* *Monitor forecasts and quotas to identify changes or to determine their effect on supply chain activities.*
* *Monitor incoming supplies for quantity and quality*
* *Process logistics requests from various management sources*
* *Maintain safety of property*
* *Manage paperwork associated with shipping duties*
* *Interface with vendors and clients to ensure proper delivery of shipment*
* *Ensuring the completion of the project and documentation*

CLIENT FOCUS

* *Ensuring high quality services that result in client delight*
* *Responding to clients' requests immediately.*
* *Ability to retain customer's goodwill by providing an extra effort in resolving issues.*
* *Building an excellent rapport with vendors to get the job done.*

CORE COMPETENCIES

* *Excellent team player and mentor.*
* *Good communication and presentation skill.*
* *Strong process knowledge and result oriented approach.*
* *Flexibility in working.*

ACHIEVEMENTS

* *BOSCH Awarded with " Excellent performer" in [2016] Certification for Best process lead*
* *VWR Awarded with "Star performer” [2014 & 2015] Certification for Best Employee*
* *Appreciation from Stake holder for excellent support. Exceeded KPI and productivity target throughout the year [2014 & 2015].*