****

**HARIHARAN**

[**HARIHARAN.373880@2freemail.com**](mailto:HARIHARAN.373880@2freemail.com)

|  |  |
| --- | --- |
|  | |
|  |  |

**STORE MANAGEMENT / WAREHOUSING / LOGISTICS PROFESSIONAL**

Seeking a challenging opportunities in the **industry** for personal and professional growth.

**PROFILE**

* A diligent professional with over 15 years of experience in transport operations, material controlling, store operations management, administration, logistic supervision, management of man, infrastructure, facilities, & functions to ensure bottleneck free operations.
* Ability to handle multiple functions and activities in a high pressure environment due to inherent ability to identify and prioritize tasks at hand.
* Strong team leader and motivator, fostering an atmosphere that encourages highly talented professionals to balance high level skill with maximum productivity.
* Proven ability to meet corporate, individual and departmental service standards coupled with occupational help, safety and environmental responsibility standards.
* Delt in warehouse management, material & inventory management for streamlining entire in-bound supply chain management to achieve overall operational economy.
* Proven ability to address critical issues & aggressively identify opportunities, provide tactical business solutions.
* Proven expertise in inventory management, vendor management for streamlining entire in-bound supply chain management to achieve overall operational economy.
* Thorough professional, with high caliber, work orientation, and ability to handle multiple functions and activities in a high pressure environment.

**CORE COMPETENCIES**

Logistics Management 🞛 Transport Management 🞛 Documentation/Reporting 🞛 Supervision & Control 🞛 Inventory Management 🞛 Warehousing 🞛 Stock Management 🞛 Store management 🞛 Dispatch / Shipment Planning 🞛 Facility Management 🞛 Invoicing 🞛 Delivery Management 🞛 Relationship Management 🞛 Team Management

**PROFESSIONAL EXPERIENCE**

**Aditya Ready Mix Concrete Ltd SINCE MAR 2010**

**Transport In-Charge**

**Expeditors International Chennai Apr 2005 – Mar 2010**

**Logistics Executive**

**Subhiksha Supermarket Chennai Jul 2000 – Mar 2005**

**Stores In-Charge**

**Bilal General Transport LLC - UAE April 2016 – AUG 2016**

**Store keeper**

**TRR Automotive (JCB Dealership) (Chennai) Oct2016 - Aug 2017 Store Incharge**

**KEY DELIVERABLES**

* Responsible for material handling, store management, material inspection with consultant, material coordination with sub contactors and its systematic documentation for consultant, client and company.
* Proficiently coordinated & assisted in handling extensive vendor sourcing and relations and daily store operations while maintaining a clear communication and co-ordination between stores for smooth functioning.
* Overseeing the branding and stock availability of the store and maintaining appropriate records of materials received.
* Tracking and delivering new material requirements of the stock ordered from the warehouse and distributing the right stock and ensuring optimum stock levels are maintained.
* Receiving an appropriate materials form contractor warehouse on a day-to-day basis and issuing supplies as per client demand and maintaining records of payments.
* Inspecting all incoming materials and reconciled with purchase orders, processing, reporting, documenting and tracking damages and discrepancies on orders received.
* Responsible for store opening and closing along with balancing the register at the end of the day to ensure security systems were maintained.
* Maintaining operational control through daily floor walk checklist, and proficiently maintaining inventory count on a daily and quarterly basic while setting up initial reorder points.
* Planning work schedules for store personnel, setting clear objectives and oversaw the performance standards and activities along with achievable targets.
* Handing over a receipt of goods to the transporter while providing a helping hand for loading and unloading of materials.
* Responsible for overseeing the dispatch and delivery of goods and materials as per Invoice number and Item code.
* Managing to set a clean working environment by cleaning and providing proper housekeeping of office and warehouse area.
* Maintaining the deliveries and order level of materials with specifications indicated on purchase orders and preparing reports for any item not in compliance.
* Responsible for checking mails and forwarding or taking out prints of the same and handing it over the person concerned.
* Maintaining and operating a site warehouse containing a wide variety of materials and managing up-to-date and accurate inventory records to receive and issue, safe unloading and placement in assigned stores.
* Supervising and participating in ordering, stocking of materials, timely receipt of materials, document control, store accounting & cost control.

**EDUCATION / CERTIFICATIONS**

* **Bachelor in Business Administration**, (Course Completed)
* **Technical Skills**: MS Dos, Windows 2010, MS Office 2010 (Word, Excel and PowerPoint)

**Date of Birth**: 18th Oct 1976.

**Nationality**: Indian; **Date of Expiry**: **03:04:2026**

**Visa Type**: **visit visa.**

**Languages known**: Tamil, English, Hindi and Malayalam; **References**: Available on Request.