**louisluvi@gmail.com**

**AKHIL**

An award-winning, adaptable, resourceful and enthusiastic professional with 4 years’ professional work experience in Administration, Customer Service, Logistics and Operation Coordination within the highly competitive automotive sector. Also I have an in-depth understanding of supporting business enhancements that enable individuals and organizations to improve the quality and productivity.

  **KEY SKILLS**

Administration Warehouse Management Planning and Organizing

Vendor Management Wining sales strategies Team work and collaboration

Client relationship building Transport Management Competitive Analysis

Logistics Management Adaptability Distribution Design

Inventory Control Customer Service Oriented Global Logistics

Automotive Logistics Supply chain management Team player

 **CAREER OBJECTIVE**

Seeking an Administration / Logistics and Supply chain officer position in any sector to utilize gained expertise and useful skills to facilitate operations, maximize revenue and productivity and ensure strong sustainable future growth.

**CAREER PROGRESSION**

**Logistics Officer, BMW Group, India, Jun 2016 to Sept 2018**

* To support Divisional heads in areas of ***Product management*** in terms of ***Planning*** Model Line-up, Specification study & **Competitor analysis** / **benchmarking**, ***Pricing***, ***Ordering &******Inventory management*** in a highly competitive and dynamic business environment
* To support the vehicle sales and ***ordering process***. To ensure that all systems are updated accurately and vehicles are efficiently scheduled for ***PDI***. To assist the Brand Manager in finalizing orders
* Check all vehicle orders to ensure that requests meet the ongoing requirements as determined by the GM and make changes to the specifications for the sales team and release orders when requested by the Brand Manager.
* Run daily ***sales analysis reports*** from CDK (***Dealer Management System***) and remove *invoice*d cars from order lists to separate database (car deliveries).
* Continuously update ***shipping list*** with the data from the order list and using this information update the ***CDK system***.
* Keeping a track of showroom age of the vehicle and prepare database and chart to send ***reports*** periodically to the respective Departments in BMW.
* Deputies for the Brand Manager when required, for order management ***allocating*** production slots for customers after ***controlling*** files and down payments from sales consultants and updating ***order*** intake sheet.
* Supplemented ***inventory management*** by preparing the ***stock report*** on a regular basis and communicated the same to different levels within the organization.
* Prepares the general ***logistics plan*** based on ***Operations Department*** major plan and the requirements from ***sales and purchase*** *departments*.
* Develop and implement daily, weekly and monthly **sales and order reports** for new and pre owned vehicles using ***DMS*** *and* ***excel spreadsheets****.*
* Updating the Price list on a monthly basis and deciding the pricing of **aged vehicles** to enhance the sale of the same
* Used to conduct stock **auditin**g and financial auditing
* Coordinate directly with customers and collect the useful information to help in building the correct plan
* Coordinate with external auditors providing them with all required information on **stock** and ensuring that sales consultants have files and **documents prepared**, discuss and finalized discrepancies between sales consultants and auditor

**Logistics Coordinator, Apollo Tyres Ltd, India, Jun 2014 to Jun 2016**

* Prepare and update monthly ***logistics****,* schedule to assure ***deliveries to production*** locations. **Coordinate product delivery** schedules with *customers*.
* Coordinate daily activity to ***track location*** and ***movement of inventory finished goods*** and ***raw materials*** *via rail cars, barges, and trucks*. Provide reports to internal and external customers as required.
* Coordinate perfectly between the operations team and the sales team in terms of logistics and create a *strong* ***logistics plan*** for subordinates.
* Coordinate with *stores department* for ***goods collection*** from *suppliers* and plan for their requirements according to their plan and logistics major plan of operations team.
* Prepare the required ***import, export & custom documents*** for all the shipments when needed.
* Organizes and update all the required ***logistics reports*** and update the data which has been collected from **logistics coordinators**, sales team, purchase team and customers.
* Works closely with providers to assure efficient and effective execution of defined processes and ***goods transportation***.
* Organizes and maintains hard copy and ***electronic documentation*** *supporting* ***order fulfillment, distribution means, pricing,*** and contractual obligations.
* Coordinates and managed ***finished goods inventory*** *using enterprise* ***resource planning*** tool like ***SAP (MM)*** and track the **inventory level** in order to support the ***supply chain***.
* Provide the suitable plan for driver's leave and trucks maintenance schedule according to **logistics major plan**.

**EDUCATION**

 **MBA (Logistics and Marketing),** University of Bharathiar, GIM -Coimbatore 2014

 **Bsc (Physics),** University of Mahatma Gandhi, SSC-Kalady2012

 **PERSONAL INFORMATION**

**Date of Birth:** 9 October 1991

**Languages Known:** English, Hindi, Malayalam and Tamil

**Nationality:** Indian