

PRAVEEN

Praveen.383858@2freemail.com

**LOGISTICS/ INVENTORY CONTROL / DOCUMENT CONTROLLER / OPERATIONS**

Aspiring to work in an organization of repute that offers a challenging career where I can carve a niche for myself and deliver towards organizational target.

**Areas of interest**: **Logistics** / **Inventory Analysis**.

**PROFILE**

* Well Experienced in **Logistics Operations**. Activity involved preparing the Documentation, Customer Service & Supply Chain Management.
* Possessing expert technical skills in additional to excellent inter-personal communication and
* Hard working and goal-oriented, with a high degree of flexibility, resourcefulness and commitment.

**CAREERPATH**

**Wall Mart –Best Price Pvt Ltd, INDIA AUG 2016 – Till April 2018**

**Logistics coordinator**

* + Well versed with Import and Export procedure and processing
	+ Strong knowledge in Custom Documentation
	+ Manages internal documentation such as Goods Receipts Notes, Delivery Notes, Packing List, Invoice and Sales Invoicing.
	+ Executions and Accomplishment of day to day operations of inbound and outbound consignments through Sea / Air and Land into local and international markets
	+ Manages external documentation such as Export and Import shipment documentations
	+ Strong knowledge of ERP System – Orion System ( Oracle Based )
	+ To arrange, track and monitor shipments from our facility to the customers
	+ Handles 3PL customers with efficiency on daily executions of shipments
	+ Highly coordinated and strategic for fine tuning of operations with sale team, suppliers, and customers for ensuring LPO’s and Requisitions to be met on timely basis accurately.
	+ Assist supervisors on logistical work load such as inventory control, stock reconciliation/ update to maintain zero discrepancies
	+ Monitors and records for total daily CBM transactions
	+ Monitors and logs transactions / storage capacity

**COMPUTER SKILLS**

Software: MS Office, Outlook, Adobe Photoshop, XP Professional, and Windows 95/98/2000/Vista/Windows 7, Oracle, Orion.

Hardware: Computer Assemble, Reformat, Repair, Maintenance and Installation of software.

### Educational Profile:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Period** | **Board/University** | **Percentage (%)** |  |
| B.tech in mechanical engineering | 2013-2016 |  ADITYA College of eng&tech  | 70 |
| Diploma in mechanical | 2009-2012 |  L.K.B polytechnic college | 73.4 |
| SSC | 2009-2010 |  ZPH SCHOOL | 68 |

**PERSONAL PROFILE**

Nationality : Indian

Gender : Male

Date of Birth : 10 June 1994

Marital Status : Single

Languages : English and Hindi, Telugu

VISA STATUS : VISIT VISA