SIVAPRASAD

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OBJECTIVE

Seeking senior managerial positions in Operations management, Warehouse operations, Administrative job

with a reputed organization.

PROFILE

* Over 12 years of experience in Depot Sales operation, Administration management, Godown operation with industry leader MRF LTD.
* Recognized for success in cost savings through meticulous planning and efficient operations.
* Adept at handling day to day administrative activities in coordination with internal/external departments.
* Strong communicator with ability to ensure execution of time-bound deliverables.
* Excellent leader with exposure in conceptualizing measures to optimize the recourse/capacity utilization.

CORE COMPETENCIES

DEPOT SALES OPERATION

* Monitoring the sales operation related to Billing, Customer Care, Van operation and Security.
* Forecast product need and availability; review historical data plan availability.
* Oversee materials management, Logistic and end to end transport management: route planning, time mapping cost optimization etc.
* Support sales and business development through cost reduction and ensuring stock availability.
* Manage team performance and provide team leadership.

ADMINISTRATION MANAGEMENT

* Prepare and control budgets, forecast financial implications of existing as well as planned activities.
* Manage sales tax work and assessments.
* Review and analyze costs / financial transactions and to ensure efficiencies.
* Manage internal and external relationships to facilitate business.
* Maintain Vendors Accounts Receivable Status.
* Collect statutory forms and required returns.

GODOWN OPERATION

* Plan replenishment optimize inventory.
* Manage warehousing and storage
* Oversee stock distribution ensuring optimum availability.
* Drive process efficiencies in storage and supply chain.
* Inter and intra departmental coordination to ensure smooth operations.

ORGANISATIONAL EXPERIENCE

**MRF LIMITED, MYSORE Depot Supervisor since Feb’03**

Role:

* Supervising the overall management and day to day operations of Sales Depot.
* Managing Van operations to 5 districts.
* Manage all tax related works.
* Supervision of incoming stock and outgoing stocks.

Accomplishments:

* Recognized for successfully managing supplies and ensuring consistent delivery in 24 hours to dealers spread across a 300 km radius.
* Consistently accurate forecasts.
* Ensured customer delight through quick resolution of complaints and issues.

EDUCATION

B.COM

Calicut University Kerala

ADVANCED JAVA & WEB TECHNOLOGIES (JAVA)

SSI Limited, Ambattur, Chennai

HONOURS DIPLOMA IN SOFTWARE TECHNOLOGY & SYSTEMS MANAGEMENT (FOXBASE, C++)

NIIT, Palakkad, Kerala