RESUME

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**AUGUSTIN.**

**AUGUSTIN.336767@2freemail.com**

**Career Credential**

 Looking forward for a challenging work environment with good prospect for professional growth & development, which needs to utilize all dimensions of my capacity for recognition, and equally for rewards.

**Academic Details**

2010-2012**: MASTER OF BUSINESS ADMINISTRATION (Finance)**

Bharathiyar University,Coimbatore

**Aggregate: 58%**

2007-2010: **BACHELOR OF BUSINESS MANAGEMENT**

 Government Arts College (AUTONOMOUS)

 Coimbatore

**Aggregate: 65%**

 2005-2006: **HIGHER SECONDARY SCHOOL**

 Vellalore Higher Secondary School,

 Coimbatore.

**Aggregate: 62%**

 2004-2005:  **HIGH SCHOOL**

 Vellalore High school, Coimbatore

**Aggregate: 57%**

**Technical Knowledge**

* SAP, Oracle, Baan System ERP, MS- office and Internet literacy program.

**Area of Interest**

* Logistics, Warehouse, Administration with Operations or any suitable position.

**Personal Strengths**

* Effective team player.
* Flexible to all kind of work environment.
* Optimistic person with right attitude.

**Skills**

* Possess good interpersonal and communication skills.
* Team player with good communication and analytical skills.
* Ability to plan, execute & risk mitigation in a task involved.

**Work experience**

1. I have 5 months work experience as Officer Store at **Videocon Industries ltd**. from 11.07.16 to 10.12.16

2. I have 7 months work experience as Warehouse Supervisor at **Jayem Warehousing pvt**

 **ltd**. from 12.10.15 to 05.07.16 C&F for **GE OIL & GAS**- at coimbatore.

3. I have 3.11 years work experience as Customer Support with **Logistics executive** at **LRC**

 **Logistics**- c&f for **Godrej Boyce Mfg Co Ltd** at Coimbatore. From 10.11.11 to10.10.15

4. I have 1 year work experience as **Back Office (Stores)** at **Orient Construction**

 **Equipments & Engineering** at Coimbatore. From 01.08.10 to 30.09.11

 **Job responsibility**

**Customer Support Responsibility:**

1. Sales order booking for all division with Service orders for all divisions. All booking done as per company polices and norms.

2. Replacement booking against the customers defective and damaged products.

**Logistics Responsibility:**

1. Daily take in & out stock report and maintaining proper stock storing with cycle count.

2. Incremental maintain for transit damage materials from mfg plant.

3. To maintain overall stocks inventories, ERP entries for stock inward and stock outward.
4. Coordination & communication with Dealers & division regarding dispatches
5. Screening the Challans and forming Route for transportation.

6. Ensure the Inventory Accuracy at the Warehouse locations and ensure that the same is

 monitored on a daily basis.

7. Resolving WD issues on Shortages, damages and Time in Transit (TIT).

8. Monitor the Over Due SIT stock on a daily basis and take corrective actions.

**Warehouse and Store Responsibility:**

1. Supervise day-to-day operations in a warehouse and maintain proper **5S-** activity.
2. Supervise loading and unloading operations.
3. Prepare shipping documentation and other related paperwork.
4. Order, receive and maintain equipment, materials and tools.
5. Supervise counting, weighing and identifying of materials meant for shipment.
6. Check materials against customer orders, picking lists and billings.
7. Develop annual department budget.
8. Check and verify materials in warehouse periodically.
9. Maintain records of equipment, materials and products.

**Personal information**

 Name : **AUGUSTIN**

 Date of Birth : 18.03.1989

 Age : 27

 Gender : Male

 Nationality : Indian

 Religion : Christian

 Languages known : Tamil, English, Malayalam (Read, Write & Speak)

**Declaration**

 I hereby declare that, the above information is true and correct to the best of my knowledge.

 **Job responsibility**