

PRAVEEN KUMAR.K. V

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Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Qualifications

Accomplished in Supply Chain and logistics Management, Ware house Operations, Inventory Control, Procurement and Purchase.

- 14 years continuous experience in guiding a particular industry.
- Adequate Knowledge in SAP-SD, Excel and Word. .
- Good knowledge of BMS.
- Excellent Forecasting and purchasing knowledge in the industry.
- Order Collection and invoicing.
- Inventory Control and Procure Management
- Excellent Freight quotes and PO Creation
- Good multi-tasking abilities
- Handles Import business and other documents supports.
- Monthly Audit at Warehouses.
- Competent in implementing effective solutions to the customer need, with and aim to improve customer loyalty, repeat & referral business
- Good interpersonal skills and the ability to function as a team member
- Strong understanding of stock at ware house and accurate time dispatch to the customer end with excellent time management and efficiency
- Accurate freight quotes, and prompt dispatch, Collect and verify the accuracy of POD.
- Export/ Import, Stock Transfer co-ordination.
- Supervise and control of a group of 30 members (including Warehouse team, Salesmen, Customers, and labors)
- Monitor Sales men and help them to achieve their targets.

Professional Experience

Apollo International LTD from April 05 2021

Designation: Deputy Manager, Logistics.

HANKOOK TIRES INDIA LLP from January 2018 Till March 2021

Designation: Assistant Manager, Logistics.

CONTINENTAL INDIA PVT LTD from November 2014 To January 2018

Designation: Executive Market Demand Management.

MRF LTD from April 2007 to November 2014

Designation: Senior Operation Assistant.

Experienced in:-

FORECASTING, PURCHASING, PRODUCT PLANNING, FREIGHT QUOTES, CO-ORDINATION AND CONTROL IN PRODUCTION, MONITORING IMPORTS AND ITS DOCUMENTS HANDLING, CUSTOM CLEARANCE, WAYBILL GENERATING, INVENTORY CONTROL, PROCUREMENT MANAGEMENT, WAREHOUSE MANAGEMENT, SAFETY MEASURES ON INVENTORY, MONITORING INBOUNDING, ORDER COLLECTING, BILLING AND DISTRIBUTION, CLAIM HANDLING, FUNDS FOLLOW-UP, POD FOLLOW UP, OE BUSINESS HANDLING, MIS AND OTHER REPORTS, WAREHOUSE AUDIT, CUSTOMER SERVICE, SALES CO-ORDINATION AND CONTROL, PROFORMA AND PO CREATION, STOCK TRANSFER ETC.

Functional Area

EXPORT/IMPORT CO-ORDINATION, SUPPLY CHAIN AND LOGISTICS MANAGEMENT, INVENTORY CONTROL WAREHOUSES AND LABOUR MONITORING. TIME MANAGEMENT WITH PLANT AND CONTROL IN DISPATCHING

Duties & Responsibilities

- Collecting the bulk orders if any from Dealers and direct the plant in production and keeps a proper follow-up in production to ensure the customer get the same in right time.
- Control Production Department by ensuring the exact purchase as per Industry and as per market sales and customer requirements.
- Generate forecast reports in regards to inventory needs. Handling import documentation and operations.
- Control and Co-ordinate three logistic supporters in Imports and handling imports almost Five Ports.
- Creating Waybills on dispatches required if any.
- Controlling Three Warehouses and its day to day operations like inventory, billing etc.
- Provides quotes and tariffs for domestic customer billing and its dispatches.
- Track the travel of shipment from dispatch to delivery, ensuring goods reached in good condition and on time.
- Responsible for supervising employees working in warehouses and on the stock.
- Responsible for warehouse operations such as unloading shipments, stocking terms, checking invoices, detecting damaged or missing products.
- Make sure inventory is always ready for delivery in order to avoid loss of orders.

- Determine the mode of Transport most suited for transferring goods as per the nature, volume, and safety requirements of products.
- Process the letters of credit on purchase and follow up the customers for right time payment .
- Performing Ware house audit considering the factors like Inventory Record Accuracy (IRA), statutory compliance, safety & Hygiene, stacking & Storing Norms, Environmental variables and documentation etc. and facilitate the implementation of action plans.
- Responsible in billing area like Tax invoicing, C Form Billing, creating sales return, Credit notes, Dealer creation, Stock transfer OE/RE.
- Effectively resolve escalated issues and complete root cause analysis in order to prevent future occurrences.
- Monitoring labor efficiency and simultaneous cost analysis for the same. Creating and sustaining a dynamic environment that fosters the development opportunities.
- Coordinating with factory dispatches for getting stock timely at Depot level.
- Bridging the gap between Customer and Company to avoid for lost orders and sales short fall if any.
- Preparation of Sales registers using LIFO/FIFO methods.
- Verification of damaged /return goods claims.
- Claim settlement (Customers and transports) .
- Monthly and Weekly Reports as per HO Requirement.
- Preparation of stock valuation report for stock insurance.
- Day to day accounting of vendor invoices/Employee reimbursements, /Travel expense reports/Employee advances/Cash reimbursements/Prepaid tracking periodical vendor reconciliation.
- Manage and monitor daily accounts of big OEMs like Maruti Udyog Limited, Honda Motor and Scooter India Ltd, Hero Honda Motor Limited, India Yamaha Motor Ltd, Honda Sael Car India.
- Reconciliation statement and preparation of MIS Reports.
- Month end close activity- preparation and verification of expenses, accrual in to SAP.
- Preparation and maintenance of statutory books of accounts, reconciliation statements and financial statements, ensuring compliance with time and accuracy norms.
- Coordination with Engineer and Customer for verification on Customer complaint and prepare reports to submit Head Office.
- Managing and controlling the collection of damaged and Complaint products (back from customers) and sent back to plant.
- In Imports, ensuring all the documents are valid and keep keen to avoid such delays happens at Custom Clearance.
- Preparation of Performa Invoices, if required by the customer, Dealer if any.

Educational Credential

- **Bachelor Degree holder in Commerce with Co-operation**
- **Having Diploma in Computer Application (DCA)**
- **Diploma in Type Writing (Higher).**

Other Skills

MS Office, SAP, BMS, EXCEL

Personal Profile

Nationality : Indian
Date of Birth : 28th April 1980
Sex : Male
Marital Status : Married
Passport No : T5203673
Languages Known: English, Hindi, Tamil and Malayalam

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.



PRAVEEN KUMAR.K. V

Place: Delhi

Date: