



Riyas S

CONTACT ME

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SKILLS

Warehouse Management
Air Cargo
Logistics and Supply chain
Deep working knowledge in SAP MM
Customer Handling
Time Management
Organizational expertise
Good collaboration and team work abilities.
Proficient in Computer Operations

EDUCATION

BA English 2019 - 2022
Bharathiyar University

Humanities 2017 - 2019
National School Open Schooling

CERTIFICATION

Certificate Course in TALLY
G-Tec Computer Institution.

Microsoft Office
G-Tec Computer Institution.

LANGUAGES

English , Hindi , Malayalam ,
Tamil

WORK EXPERIENCE

Logistics Warehouse Supervisor

Dec 2017 - Sep 2022

SITICS Logistics Solution PVT.LTD

- Enabled accurate inventory tracking, producing comprehensive stock reports in SAP.
- Daily meeting with Client representative and get the Job allocation for the day.
- Allocate jobs to concerned inbound & outbound Warehouse Ass and Monitor their activities.
- Monitor Inward, Outward Register & other documents.
- Preparation of Invoices & Stock Transfer Notes.
- Monitor the Service/Upgrade/In warranty – replacement shipments (Picking/scanning/labeling)
- MIS report preparation.
- Monthly Vendor Freight bills & other Service Bills verification.
- STB Serial Number mismatches tracking and its corrections.
- Prepare Road permits for interstate stock transfers.
- Preparation of daily dispatch plan.
- Billing - Service Invoices & Stock Transfers.
- Goods receipt – Stock Transfers & Reverse logistics.
- Inventory Cycle Count (wall to wall)