

## LOGISTICS PROFESSIONAL

Ashok kumar  
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### PROFILE OVERVIEW

Dedicated Logistics Operational Management Professional committed to a long term career of 11 years of experience in supply chain management, warehousing & Distribution and material handling techniques, known for having excellent time management, communication and customer handling skills. Committed to identify and implement continuous improvements in supply chain management and looking for a new challenging managerial position to use my existing skills and experience in an ever changing environment.

### RECOGNIZED FOR:

- Evaluating and optimizing Space Management processes, resulting for maximum occupancy storage.
- Reducing resources used through acquisition while still supporting same workload.
- Identified and executed new product research and development initiatives,
- Conducted periodical stock count and reconciliation, resulting in 100% accuracy.
- Providing project logistics on cross dock mode, preventing several projects from being shut down and discontinued.
- Developed team members through training and exposure to new job functions.

### OPERATIONAL EXPERTISE

- Warehouse Management
- Fleet management
- Procurement
- Inventory Management
- Reverse Logistics
- Bin Analysis
- Custom clearance
- Vendor Relations
- Contract Logistics
- Safety & Compliance

### CORE COMPETENCIES:

- Logistics Operations Management
- Process Engineering
- Strategies Logistical Planning
- Revenue & Profit & Loss
- Risk Assessment & Safety
- Fleet Management
- Transportation coordination
- Operational Budgets
- Planning & Forecasting
- Cost Reduction
- Leadership & Team Building
- Cost Reduction
- Training & Development
- Inventory control & Inspection

### INDUSTRY EXPERTISE

- FMCG
- Furniture's/Home Appliances
- Petro chemicals
- Tools & Machinery
- Liquor
- Electrical Electronics

### ACADEMICS | TECHNICAL SKILLS:

- B.B.A (Business Administration)
- Diploma in Computer Application
- MS Office, word, excels.
- Exceed (2000/4000) Radio frequency
- Experience in Warehouse Management System (WMS)
- SAP (Procurement/inventory modules)

### WORK EXPERIENCE

- **Sep 2004 to Dec 2008**  
**Agility Logistics, (U.A.E & Oman)**  
**Receiving Clerk / Warehouse Team Leader,**  
Scope of Work: Receiving/put away/stock ship out  
Cycle count, Route Planning, Preparing ASN,  
Pick list, Order processing.
- **August 2008 to August 2011**  
**Mach 1 Technologies (U.A.E)**  
**Logistics Executive**  
Scope of work: overall warehouse Operation.
- **April 12 to June 13**  
**Micro Biological Laboratory (Coimbatore)**  
**Senior Logistics Executive**  
Scope of work: Procurement function of Medical reagents,  
Pharma equipments, Local and International markets.
- **July 2013 to June 2016**  
**Sun Logistics International (Salalah, Oman)**  
**Logistics Supervisor,**  
Scope of Work: Branch Head, seeking new opportunity for  
warehouse and overseas fleet requirement
- **Jan 2017 Present**  
**Arsen Interio Pvt Ltd (India, Chennai)**  
**Purchase Manager,**  
Scope of Work: Complete procurement function &  
Material forecasting.

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### **SCOPE OF WORK:**

- Inventory and Warehouse management,
- Arranging the transportation for overseas & domestic shipments ,
- Supervising warehouse staffs.
- Preparing various reports like KPI, Inventory, Bin analysis
- Daily Operation of Inbound and Outbound,
- Preparing invoice and Packing list, Maintaining petty cash for daily activity , Manpower Hiring Etc
- Coordinating with customers for service support & sales target.
- Preparation of performance analysis reports
- Determining the strength and performance of the team individuals.
- Process Improvement has been suggested to increase the quality percentage and for smooth workflow.
- To ensure all management communication/briefing occurs in an effective method.

### **PROCUREMENT MANAGEMENT**

- Collecting & scrutinizing the quotations from various Vendors as per the requirements from our Departments& Branches.
- Negotiating as per the instructions of MD and implementing the same as per the system of the company.
- Creating L.P.O & F.P.O as per company norms,
- Coordinating with supplier regarding stock availability and shipping details and follow-up the order.
- Receiving and put away appropriate rack location,
- packing and dispatching as per the requirements from our department & Branches,
- Monitoring stock availability
- Conducting periodical stock take at all branches

### **PLANNING OF INBOUND CARGO ARRIVALS**

- To ensure all the inbound cargo arrivals are de-stuffed with in the agreed standards.
- Preparation of performance analysis reports
- To promote an efficient Receiving Process.
- Determining the strength and performance of the team individuals.
- Process Improvement has been suggested to increase the quality percentage and for smooth workflow

### **Management Information Systems – Reporting**

- Preparation of Distribution Drops, Cases Handled and Storage Reports.
- Preparation of MIS Reports.
- Inventory Analysis Reports.
- Vehicle movement report,
- Daily KPI,

### **WAREHOUSE MANAGEMENT**

- Supervising the warehouse staff.
- Maintaining Health and Safety of the workers in the Warehouse.
- Monitoring the floor management.
- Analyzing the Occupancy statistics of the storage area within the warehouse
- Plan to utilize the optimum level of storage in Bin and Bulk storage areas.
- Monitoring the temperature control for Chilled, Frozen & Air-conditioned Warehouses.
- Preparation of distribution drops, cases handled and storage reports.
- To ensure all management communication/briefing occurs in an effective method.
- Preparation of MIS Reports
- Monthly stock counting and achieved 95% Accuracy,
- Receiving and put away appropriate rack location, packing and dispatching as per the requirements from our department & Branches,
- Monitoring stock availability
- Conducting periodical stock take at all branches

### **Outbound Scheduling and Distribution Resources Planning**

- Scheduling the Outbound requirements as per customer needs and utilizing the distribution team resources to achieve the Company goals.

### **Personnel Details:**

Father Name: Rajendran,  
Date of Birth: 07 June 1982  
Marital Status: Married  
Language Known: English, Hindi, Tamil, Malayalam,

 Driving License : Light India Driving License

 Driving License : Light Oman Driving License (ROP)

### **Present Address**

Porur, Chennai