



SHAJI C

To seek a responsible and challenging position in a reputed organisation, where my Professional experience and vast exposure to the same will be helpful in providing quality service to the company.

PERSONAL

- Name**
Shaji C
- Address**
Parakulam west, Kunissery Post
678681 Palakkad
- Phone number**
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- Email**
shajisbg2007@gmail.com
- Date of birth**
19-09-1984
- Place of birth**
Kerala
- Gender**
Male
- Nationality**
Indian
- Marital status**
Married
- Driving licence**
Oman & India
- LinkedIn**
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WORK EXPERIENCE

Aug 2007 - Aug 2020

Vehilce Inventory and Logistics Executive

SAUD BAHWAN GROUP (TOYOTA DIVISION), Muscat/ Oman

Vehicle Order Planning & Inventory Control

- Order Planning and Forecasting the Order
- Overseeing the Ordering Process of Toyota Vehicles
- Monitoring the Stock Level on day to day basis
- Maintaining Stock Report .
- Control inventory level in terms of ordering new stock, booking and sales level.
- Follow up the arrival of shipment.
- Support retail team for ordering and Inventory planning.
- Inspection of yard stock vehicles for damage and shortages
- Carry out Long Storage Process on regular basis.
- Inventory Auditing - Physical count check, Shortage & Damage, Security System.

Logistics & Distribution

- Overseeing Logistics Operations, ensuring timely delivery of vehicle by coordinating with transporters, ensuring cost effective Logistics operations and seamless stock movement.
- Coordinating for the Shipment arrival.
- Arrange Logistics movement of vehicles to storage yard from port.
- Arrange Logistics movement of vehicles to branches from yard on day to day requirement basis.

Administration & Sales Support

- Coordinating with IT Department for system Improvement.
- Delivery note and Invoice Generation.
- Submitting Copies of Delivery note and Invoice to Accounts Department.
- Upkeep Of Department Fleet Vehicles.
- Maintaining proper log of Fuel Cards of Fleet Vehicles and Submitting Bills to Accounts Department.
- Arranging for Vehicle Registration and Passing.
- Maintaining Proper Log of Bank Cards used for Registration / Passing and Submitting Bills to Accounts Department.

Aug 2005 - Jul 2007

Medical Representative

CAVENDISH BIO PHARMA, Palakkad / Kerala

- Achieving Sales target in the assigned territory.
- Regular visit to Doctors for product promotion.
- Continues market visit for analyzing the product sales and comparing competitors market share.
- Regular follow with distributors and chemist on product availability market.
- Market development activities for sales promotion.



EDUCATION AND QUALIFICATIONS



Jun 2002 - Jul 2005

Bachelor of Commerce

Calicut University, Kerala/ India



SYSTEM SKILLS

Ms Office



VMS,AS400



Outlook



SOFT SKILLS

Leadership

Flexible and Hard Working

Team Player



LANGUAGES

English



Hindi



Malayalam



Tamil



INTERESTS

Music

Computers

Travelling