



# AKHIL S. NAIR

LOGISTICS | WAREHOUSE | SUPPLY CHAIN MANAGEMENT PROFESSIONAL

## CONTACT

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## SIGNATURE SKILLS

Inventory Management  
Domestic Procurement  
Material Management  
Logistics Operations  
Warehouse Management  
Inventory Analyst  
Order Management  
Negotiations  
Vendor Management  
Master Data Maintenance of Vendor  
Material Requirement Planning  
Relationship Management  
Process Improvement  
Budgeting & Cost Control  
Stock Management  
Team Management

## IT SKILLS

Well versed with MS Office (especially Excel & Outlook), Logistic Tools, Tally, Google Sheet and Internet Applications

## PROFESSIONAL CERTIFICATION

Certified in SAP MM Module

## PROFILE SUMMARY

*Accomplished in developing effective processes and directing complex logistics functions for diverse projects*

Dedicated, highly motivated and hardworking supply chain professional with 2+ years of logistics and warehouse expertise, targeting roles in management, transport and distribution. Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of equipment, materials, and resources. Advanced expertise in reviewing invoices and shipping manifests to ensure full compliance with local customs and international regulations. Track record of identifying redundancies and maximizing resources to streamline operations. Proficient in a variety of logistics and supply management software, both proprietary and commercial. Gained experience in Material Management, Procurement/ Contracts, Inventory Control, Vendor Development, including end-user experience in SAP ERP MM Module. Skillful in developing & streamlining systems with proven ability to achieve cost saving & meet production targets within the cost and time parameters. Effective communicator with excellent negotiation, analytical, problem solving & organizational abilities in planning and managing resources.

## WORK EXPERIENCE

**India Medtronic C/o. Swastika Logistics**  
**Inventory Controller**

**Nov 2018 - Sep 2021**

Streamlined order processing and improved customer service by identifying and implementing enhancements to order management processes and tools. Provided excellent customer service to customers demonstrating sensitive communication skills in identifying, troubleshooting and resolving issues. Collaborated closely with all departments to ensure excellent customer service and timely delivery of all orders. Reviewed, researched and corrected front-end customer service orders received through the automated order-entry system. Developed and implemented new customer service strategies to maintained good customer relationship with satisfied result. Created delivery document for the materials with customer requirement. Accountable for creating Sales Order upon the receipt of Purchase Order from customer. Generated stock and inventory reports on regular basis. Ensured stock inventory levels are maintained to adequately meet operation needs. Pivotal in making GRN entries in SAP and checking the inward materials with vendor's invoice. Raised Purchase Order in SAP as and when required.

**Cokonet technologies**

**Nov 2017-Nov 2018**

Major roles and responsibilities:

Master data creation, GRN and Goods issue posting, physical inventory verification, Handling inventory function, assisting in SAP implementation process, purchase order creation.

## CAREER HIGHLIGHTS

- Recognized as Monthly Good Performer at India Medtronic in 2019
- Successfully handled a team of xx members at 3 different locations in Kerala i.e., Trivandrum, Cochin and Calicut
- Significantly contributed in managing Apple spare parts across India; controlled various mobile and laptop brands

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## COMMENCED CAREER

Cokonet Technologies | SAP MM Trainee

Assisted in implementation of process and purchase orders.

*Jan 2018 - Oct 2018*

## EDUCATION & CERTIFICATIONS

MBA from periyar university 2021

BBA from Institute for Studies in Technology in 2015

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## PERSONAL DETAILS

**Date of Birth:** 17th July 1995

**Nationality:** Indian

**Visa status:** visit visa

**Languages Known:** English and Malayalam

**Address:** Jyothi Kottakkari, Veiloor Murukkumpuza, Trivandrum-695302, Kerala