

RESUME

Name:MONISH.B

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Career Objective:

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills

Qualification:

B.Sc. Psychology(2015-2018 Batch), Government Arts College, Coimbatore.

MBA .Logistics & Supply Management(2021-2023 Batch), Bharathiyar University, Coimbatore.

WORK EXPERIENCE:

Warehouse Executive

Bel- Logistics Pvt.Ltd

Till Period of - June 2018 - March 2021

Responsibilities

- Managed procurement and distribution operations within company.
- Performed regular counts of stock levels.
- Implemented best practices for inventory control and management.
- Served as primary contact for sub-contractors.
- Monitored supply chain management process and resolved any discrepancies.
- Implemented audit controls to improve effectiveness.
- Tracking Delivery records.
- Arranging materials for deliveries
- Purchase entry
- Preparation of invoices
- Generating E-Way bill for transport related invoice
- Monitor over dues issues of clients
- Monitor results by shift/work area and communicate inventory and quality metrics to Inventory Control Manager
- Coordinate with customer service representatives to understand shipping errors reported by customer and findroot cause for same
- Monitor systematic replenishment and direct completion of replenishment activities
- Leading, coaching, mentoring, and developing teammates on job functions/procedures to achieve objectives and productivity goals
- Leading operational initiatives to ensure inventory accuracy goals are met

- Planning, monitoring and managing actual performance against operational standards
- Account for in-stock merchandise conditions by audit, create exception reports and optimize inventory turns
- Create and maintain a robust cycle count program
- Prepare and drive semi-annual physical inventory within operation
- Supporting and leading special projects in support of larger corporate supply chain, planning, logistics, and inventory initiatives
- Manage slotting plan using sales, shipping, and replenishment data
- Run reports in PKMS process SKU location transfers and validate cycle counts are performed daily as assigned by hourly employees
- Analyzes and reports inventory discrepancies and slotting issues.
- Adhere to all company policies, procedures and safety rules as stated in the Employee Handbook and otherwise posted or communicated
- Upholds and complies with policies and attitudes adopted by the company
- Handle general employee inquiries and solves problems
- Responsible for the daily administration and operation of the warehouse
- Responsible for the preparation of appropriate and accurate logistics reports for upper management
- Monitor deliveries and ensure customer satisfaction
- Responsible for maintaining accurate logs of all transportation and goods.
- Responsible for establishing specific supply chain-based performance measurement systems
- Provide relevant data and analysis to the operations team throughout the supply chain
- Responsible for harmonizing and monitoring supply chain operations
- Take responsibility for the success or failure of material shipping and delivery schedule
- Work with and monitor the efforts of partners in the supply chain to ensure smooth operations
- Responsible for utilizing logistics IT systems or software to optimize procedures
- Receive products from vendor deliveries and unload trucks at the loading docks
- Compare packing lists to company purchase orders and ensure that the products in each delivery match the packing list
- Collaborate with our marketing department to develop a schedule for assembling and displaying manufacturer marketing pieces on the sales floor
- Update the product inventory as products are received and added to our inventory
- Package products for return to vendors and fill out any RMA paperwork necessary prior to the shipment being picked up.

Logistics Operation Assistant - Manager

CNV Engineering

Till Period of - April 2021 - Still

Responsibilities

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- Responsible for establishing specific supply chain-based performance measurement systems
- Provide relevant data and analysis to the operations team throughout the supply chain
- Responsible for harmonizing and monitoring supply chain operations
- Maintain and update the status of accounts receivables and payable.
- Reconcile all bank accounts and resolve all issues in processing the financial statements.
- Direct marketers, clients and third-party vendors about their responsibilities.
- Maintain efficient client services and provide support to administration staff.
- Responsible to receive and verify bills and requisitions for goods and services.
- Assist audit activities.
- Prepare, send and store the record of invoices on time.
- Contact clients to update them about balance payments.
- Prepare and submit tax forms and their filings.
- Update internal accounting databases and spreadsheets.
- Process general administration functions.
- Evaluate all agreements and invoices and organize customer contracts.
- Analyze the transactions with financial policies and procedures.
- Offer support to the finance team as needed.
- Create and manage daily paperwork for mailing as well as invoicing.
- Assist all accountants and prepare all cash flow reports and data.
- Prepare records of minutes of meeting.
- Maintain and manage monthly journals, update entries and maintain sub-ledger.

COMPUTER PROFICIENCY:

Operating System	:	Windows Family (98, 2000, XP,7,8,10).
Application Software	:	Ms Office(Word, Excel, PowerPoint)
Accounting Software	:	SAP,ERP SOFTWARE

STRENGTH:

- Flexibility and Adaptability
- Learning agility: Quick learner
- Tolerance: Stress tolerance
- Critical thinking: Decision making skills
- Coaching people: Teaching
- Creating Ideas: Creative
- Verbalizes ideas clearly and concisely
- Allows effective communication
- Listens to ideas actively
- Provides constructive criticism
- Takes time to make a personal connection

PERSONAL DETAILS:

Father's Name : Bala Krishnan.T.N

Mother's Name : Devayani. B

Date of Birth : 03-Dec-1997

Marital Status : Unmarried

Religion : Hindu

Nationality. : Indian

Languages Known : Tamil,English,Malayalam

Declaration

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Place:Coimbatore

Date:

(MONISH.B)