

# MANIKANDAN. V. A

## COMMERCIAL EXECUTIVE

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A multi-faceted professional, targeting senior level assignments in Logistics & Warehousing Management with a high reputed organization preferably Kerala & Chennai

### PROFILE SUMMARY

- **An accomplished professional with nearly 13 years of rich and extensive experience**
- Effective in ensuring optimum inventory levels to achieve maximum cost savings
- Drove the development and cultivation of positive business relationships with the vendors; directed pricing and performance reviews to identify service and revenue improvement opportunities and manage costs
- Hands-on experience in **raising RFQ, issuing PO, invoice processing, sales report, reconciliation**
- **Strong exposure in directing transportation & logistics functions involving strategic planning and execution** to ensure that the right product gets to the right place, at right time & in right quantity
- **Efficient in preparation & evaluation of competitive quotations from vendors**, as well as subsequent contractual negotiations and closures in line with budget & market dynamics
- Skilled in implementing warehouse rationalization strategies to optimize distribution network & reduce complexity along with reduction in costs and enhancement of services
- Resourceful in **nurturing day-to-day relationship with vendors, suppliers** from placement of order till delivery of shipment, **rate negotiations** as to ensure achievement of service and quality norms for smooth flow of operations & supply of required items
- Performed risk assessments of a commodity with cross-functional team to meet project requirements
- **Excels in assessing the customer feedback**, evaluating areas of improvements & providing critical feedback to the associates on improvements and achieving higher customer satisfaction matrices
- Exposure in SAP R/3 with all major functional modules like Material Management, Sales and Distribution
- Well versed with MS Office Packages (Word, Excel)
- **An enterprising & goal-oriented professional** with skills in leading personnel towards accomplishment of business goals

### CORE COMPETENCIES

Receivable Management  
Logistics Operations  
Liaising and Coordination  
Warehouse Management

Customer Service Operations  
Material Planning (Inward / Outward)  
Customer Relationship Management  
ERP (SAP) Implementation

Cost Optimization  
Vendor Management  
Continuous Process Improvement

Reconciliation  
Rate Negotiations

### WORK EXPERIENCE

Mar'13-Apr'20

**Grindwell Norton Limited - (Saint Gobain Group), Chennai as a Commercial Executive in Credit Control Department**

#### Key Result Areas:

- Contributed towards receivables from South Zone: Tamil Nadu, Kerala, Karnataka, AP & Telangana
- Executed follow-up with dealer and customer & SE's for getting the collections before the due date
- Prepared monthly reconciliation with partner accounts customers against the supplies and received the GRN numbers; supervised cost control such as accounts receivable & accounts payable
- Managed dealer & customer complaints, following with respective agencies for the clearance and processing for the claim payouts to dealer
- Took care of South warehouse operations which includes daily activities such as dealer invoicing, receipt of materials, verification of dispatch and log registers, material return vouchers, & transportation
- Organized booking customer orders as per the purchase order issued, and tracked for the supply as per the delivery commitment date
- Processed vendor bills and released their payments and forwarded the payment & cash voucher to HO for monthly audit
- Uploaded monthly sales tax returns & submitted to sales tax department before due date

- Followed the SE's, dealers & customers for getting the C forms for the invoices billed from factories
- Implemented company policies at work environment
- Negotiated and finalized purchase orders with bidders to fulfill all technical and commercial requirements, obtaining approval from management, and ensured project specifications are met

Jun'07-Mar'13

**Asian Paints PPG Private Limited, Chennai**

**Growth Path:**

**Admin Officer** 2007-2009

**Commercial Officer** 2009-2011

**Commercial Executive** 2011-2013

**Key Result Areas:**

- Monitored inbound & outbound deliveries, periodical stock-taking & inventory control in SAP R/3
- Managed warehouse operations which includes daily activities such as dealer invoicing, receipt of materials, verification of dispatch and log registers, Material Return Vouchers (MRV's), internal damages, transporter claiming's
- Authorized the stock adjustment documents, verification of stock ledgers, internal damage register, inward register and MRV register
- Coordinated with distribution sources with respect to rationalization of critical inventory & channelizing supply sources
- Interacted with sales person regarding analysis of various sales reports, overdue and net outstanding of dealers, customer complaints, shade card allocation, scheme workings & CN uploading in SAP
- Executed customer accounting, coordinating with for dealer receivables and queries regarding Accounts
- Performed administrative tasks such as data input, processing information, completing paperwork and filing documents

Nov'06-Jun'07

**Zen Data P LIMITED, T. Nagar in Data Conversion department**

Jul'04-Sep'06

**Sai Mirra Innopharm Pvt. Ltd., Ambattur Chennai**

**ACADEMIC HIGHLIGHTS**

- Participated in various social and cultural activities at School & University level
- Rewarded during management festival, seminar, debate competition
- Appointed as Team Leader for the National Level fest organized in College

**IT SKILLS**

- **Operating System:** DOS, Windows 9X, 2000, XP
- **Web Developing Languages:** HTML, Java
- **Languages:** C, C++
- **Database:** Foxpro, MS-Access
- **Application Developer:** Visual Basic 6.0
- **Office Automation:** Office 9X, 2000

**ACADEMIC DETAILS**

- B.Sc. from Pacchayappa's College, Kilpauk in 2003
- PGDCA from ICT Computers in 2003

**PERSONAL DETAILS**

**Date of Birth:** 28<sup>th</sup> February 1983  
**Address:** 7/267, A.K.A Nagar, Oragadam, Ambattur, Chennai- 600053  
**Languages Known:** Tamil Nadu Malayalam, Hindi, English, Tamil