

JITHIN J S

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Results-driven professional with over 4 years of experience in Inventory and Warehouse Management, specializing in spare parts coordination, stock optimization, and vendor management. Adept at implementing ERP and warehouse management systems (WMS) to streamline operations, minimize waste, and improve efficiency. Proven ability to maintain accurate inventory records, enhance procurement processes, and deliver exceptional customer service. Skilled in fostering supplier relationships, training teams, and ensuring timely availability of critical spare parts. A resourceful problem-solver with a strong background in Computer Science, committed to achieving operational excellence and exceeding organizational goals.

EXPERIENCE

Spare Parts Incharge

Dec 2022 – Jan 2025

EVM Volkswagen

- Managed inventory: Ensured accurate records through regular stock counts, reducing discrepancies by 15%.
- Streamlined procurement: Integrated an ERP system, decreasing procurement lead times by 20%.
- Supplier coordination: Built strong vendor relationships to secure timely deliveries and cost-effective parts.
- Customer service: Delivered exceptional support, achieving a 98% customer satisfaction rate.
- Team training: Guided and trained staff on inventory best practices, improving team productivity by 10%.
- Improved operations: Implemented inventory tracking systems, enhancing efficiency and accuracy.
- Optimized stock levels: Reduced overstocking by 25% through meticulous inventory analysis.
- Resolved inquiries: Effectively handled client queries, ensuring smooth order fulfillment.

Spare Parts Incharge

Oct 2020 – Nov 2022

Marikar Honda

- Inventory tracking: Maintained 95% accuracy using warehouse management systems (WMS).
- Logistics management: Improved on-time delivery rates by 15% through better warehouse organization.
- Stock optimization: Reduced waste by 20% by implementing a structured inventory rotation system.
- Customer relations: Resolved complaints, enhancing customer loyalty and retention.
- Procurement processes: Negotiated with suppliers to secure the best prices, saving costs by 10%.
- Team collaboration: Worked with technicians to ensure timely availability of spare parts for vehicle repairs.
- Data analysis: Leveraged Excel for inventory reporting, identifying trends and optimizing stock orders.

EDUCATIONS

- Higher Secondary Education, 2014
- High school, 2012

SKILLS

Inventory Management, Warehouse Operations, ERP Systems, Stock Optimization, Supply Chain Management, Vendor Negotiation, Logistics Coordination, Inventory Tracking, Data Analysis, Microsoft Excel, Warehouse Management Systems (WMS), Spare Parts Coordination, Process Improvement, Team Leadership, Procurement Processes, Operational Efficiency, Vendor Relations, Problem Solving, Customer Support.

PERSONAL DETAILS

- Date of Birth: 23/10/1995
- Nationality: Indian
- Marital Status: Unmarried
- Passport Number: S 7249657
- Languages: English, Malayalam