



ARUN VENUGOPAL

ASSISTANT LOGISTICS MANAGER

CAREER SUMMARY

Dedicated Assistant Logistics Manager with extensive experience in logistics and supply chain management, including roles like Assistant Manager-Logistics, Senior Executive-Stores, Executive-Raw Material Stores, Executive-Export Documentation and Senior Executive-Credit Control. Proven ability to optimize supply chain operations, enhance efficiency and reduce costs while maintaining strict adherence to quality standards and regulatory requirements. Skilled in managing inventory, overseeing warehouse operations, coordinating export documentation, and ensuring timely delivery of goods. Adept at leading cross-functional teams, fostering collaboration and driving continuous process improvements. Strong analytical and problem-solving skills, combined with a customer-focused approach, deliver superior service and achieve organizational objectives. Eager to leverage expertise in logistics management to contribute to the success and growth of a dynamic organization.

PERSONAL DETAILS

Mobile No : +971553834724
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Email ID : arunv44@gmail.com
Address : Oud Metha, Dubai
Nationality : Indian
D.O.B : 8/12/1989
Gender : Male
Marital Status : Married
Visa Status : Visit Visa

ACADEMIC CREDENTIALS

2010-2012 **MASTER IN COMMERCE**
Mahatma Gandhi University,
Kerala

2007-2010 **BACHELOR IN COMMERCE**
Mahatma Gandhi University,
Kerala

KEY SKILLS

- ❖ Logistics Management
- ❖ Planning
- ❖ Inventory Management
- ❖ Project Management
- ❖ Reverse logistics
- ❖ Warehouse Management
- ❖ Time Management
- ❖ Credit Control
- ❖ Supply Chain Operations
- ❖ Decision Making
- ❖ Administration
- ❖ Spare parts management

EXPERIENCE

ASSISTANT MANAGER-LOGISTICS | Sep 2023 - Apr 2024 VOLTAS LIMITED

- Region-In-charge overseeing 200+dealer/distributor network.
- Perfect coordination with all involved agencies like sales team, dealernetworks,3PL and central warehouse to ensure smooth branch operations.
- Delivery process planning and administration of monthly/weekly & daily activities to support sales plan.
- Periodic stock verification and categorizing ageing stock for sales planning and avoiding old ageing inventory.
- Coordination with vendors for liquidation of category stocks at maximum realization.
- Coordinating with Sales Dept./dealers to work out daily/weekly schedules.
- Ensuring liquidation of defective and category units thus ensuring maximum warehouse utilization.

ASSISTANT MANAGER- LOGISTICS | Feb 2018 – Sep 2023 LIEBHERR APPLIANCES INDIA PVT LTD

- Region-In-charge overseeing 75+ dealer/distributor network with average sales turnover of INR 20 Million
- Coordination with all involved agencies like sales team, dealer networks, 3PL and central warehouse to ensure smooth branch operations.
- Coordination with sales team and planning and execution of import of materials from Germany and Austria.
- Accurate reporting of periodical MIS reports-including OTIF, Inventory accuracy and logistics cost
- Delivery process planning and administration of monthly/weekly & daily activities to support sales plan.
- Budgeting, Planning, Organizing and Administration.
- Coordinating with Sales Dept./dealers to workout daily/weekly schedules.
- Making optimum use of storage facilities, manpower and equipment.
- Implementing the appropriate inventory control measures to monitor and reduce obsolete, slow-moving, defective and damaged stocks.
- Designing and providing necessary training to warehouses taff or improvement of warehouse operations and product handling as per guidelines.
- Cost monitoring and administration-reconciliation and validation operational of bills.

SENIOR EXECUTIVE- STORES | Nov 2015 – Jan 2018 WESTERN REFRIGERATION PVT LTD

- Overall responsibility of warehouse operations and spare management.
- Responsible for monitoring day to day inward/outward activities (using SAP software).
- Responsible for maintaining the stock, co-ordinate with Central Distribution Centre, HO for the requirement of stock work mode.
- Plan the dispatch as per the schedule by co-ordinate with the sales team.
- Keeping a track of all the materials in stores and maintaining records of all required documents.

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

TECHNICAL SKILLS

- SAP
- Infor
- MS Office

PASSPORT DETAILS

Passport No : B 9244275
Place of Issue : Cochin
Date of Issue : 01/01/2024
Date of Expiry : 31/12/2033

- Ensuring effective, efficient and trouble-free operations.
- Responsible for movement of stock & to send timely reports to management.

EXECUTIVE- RAW MATERIAL STORES | Mar 2014 – Nov 2015 APOLLO TYRES LTD

- Storage and handling of materials according to the nature of materials.
- Goods movement between the mother plant and other mixing centers.
- Goods movement from godowns to plant as per requirement.
- Making sure the availability of raw materials at right time.
- Coordinating with lab technicians for ensuring that only quality materials are issued for production purpose.
- Preparation of reports of movements relating to raw materials and assisting the top management for analyzing the data.
- Keeping a track of all the materials in stores and maintaining records of all required documents, thus assisting the finance department.
- Managing goods receipt and issue to production department.
- Making sure all the material movements are entered in SAP module.

EXECUTIVE- EXPORT DOCUMENTATION | Jan 2013 - Mar 2014 BOS NATURAL FLAVORS (P) LTD.

- Responsible for Government liaison in respect of export documentation.
- In charge of Banking operations-pertaining to all export/import procedures and documentation.
- Complete paper work for acquiring certifications/lab test reports for the required items.
- Prepare Sales and Purchase contracts, issue Certificate of Origin, Customs/Insurance declaration, Monthly delivery/sales reports, issue payment vouchers, etc.
- Coordinate closely with the logistics/ shipping Company/agents for scheduling and bookings shipments to ensure smooth and timely cargo delivery.
- Prepare freight invoices and receipt vouchers for freight received.
- Track electronically the status of all the shipments and preparing a report of the same

SENIOR EXECUTIVE- CREDIT CONTROL | June 2012 – Dec 2012 AGAPPE DIAGNOSTICS LTD

- Tracking credit sales
- Preparation of monthly cash inflow
- Preparation of expected monthly cash inflow
- Checking credit status of customers and ensuring timely cash inflow.
- Contacting customers directly and solving the issues if any.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

ARUN VENUGOPAL