

ARUN VENUGOPAL

Email:arunv44@gmail.com.Ph: 00971553834724/ 00919947838318



PROFILE

A specialist in Warehousing and Logistics management in diverse industry segments like F&B, Appliances, Automobile, Healthcare spread over a period of 12 years of experience in Middle management level with blue chip firms Voltas (A TATA Enterprise), Apollo Tyres, Liebherr Appliances, BOS Natural Flavors. Hands on experience in ERP systems such as SAPR/3, Infor.

AREAS OF EXPERTISE

- Experience in logistics management
- Establishment of ground up warehouse and distribution operations for new home appliance brand.
- Exposure in MNC Warehouse Management, Man Management and Inventory Control Systems.
- Experienced in SAPR/3 and Infor.
- Trained in implementation of Integrated Management Systems (IMS) for environment friendly work mode.
- Proven ability in credit control
- Spend analysis and cost control

WORK EXPERIENCE

Voltas Limited

September, 2023– April, 2024

Assistant Manager-Logistics

Responsibilities

- 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.
- Warehouse Management;
 - Coordinating with Sales Dept./dealers to work out daily/weekly schedules.
 - Ensuring liquidation of defective and category units thus ensuring maximum warehouse utilization.

Liebherr Appliances India Pvt Ltd
Assistant Manager- Logistics

February, 2018-September, 2023

Responsibilities

- Region-In-charge overseeing 75+ dealer/distributor network with average sales turnover of INR 20 Million.
- Perfect coordination with all involved agencies like sales team, dealer networks, 3PL and central warehouse to ensure smooth branch operations.
- 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.
- Warehouse Management; i.e. 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 staff or improvement of warehouse operations and product handling as per guidelines.
 - Cost monitoring and administration-reconciliation and validation operational of bills.

Western Refrigeration Pvt Ltd
Senior Executive- Stores

November2015-January2018

Responsibilities

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

Apollo Tyres Ltd.

March 2014 to November 2015

Executive- Raw Material Stores

Responsibilities

- Management and Administration of:-
 - 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.

BOS Natural Flavors (P) Ltd.

January 2013 to March 2014

Executive- Export Documentation

Responsibilities

- 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.

Agappe Diagnostics Ltd

June 2012 to December 2012

Senior Executive, Credit Control

Responsibilities

- 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.

EDUCATION

- **Master in Commerce:** Mahatma Gandhi University, Kerala
- **Bachelor in Commerce:** Mahatma Gandhi University, Kerala

COMPUTER SKILLS

- SAPR/3
- Infor
- MS Office
- Master in Financial Accounting Certification (2012)
- IAB Certification (2011)

LANGUAGES

Malayalam: Native language

English: Proficient Speaker, Reading and Writing

Hindi: Advanced Speaker, Reading and Writing

REFERENCES

Available upon request

I do hereby declare that the information given above are true and correct to the best of my knowledge and belief. I shall furnish all original certificates on demand.

Place: Dubai
10/05/2024

Arun Venugopal