



# Eswara Prasad Matta

Senior Executive

## Contact

### Address

Visakhapatnam , IN 530009

### Phone

8247470337

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## Skills

Customer Relationship

Team Management

Lead Initiating

Computer Skills

Word

Powerpoint

Excell

SAP

Having 7+ years of Experience in Warehousing,Logistics and Administration Domain. Recently associated with Reliance Retail Limited as Senior Executive (Dispatching / Transportation). Assisting in route planning, vehicle load formation and customer assisting monitoring and Maintaining on time dispatching.

## Work History

2021-09 -  
2023-02

### Senior Executive, (Dispatching and Logistics)

*Reliance Retail Limited, Visakhapatnam*

- Follow up with transport vendor for placing vehicles and dispatch route planning.
- Manifesting and monitoring on first mile handover.
- Managing overall reverse logistics process.
- Receiving returned articles and segregate good and damaged stock.
- Reschedule the shipment if required.
- Productivity tracking and trouble shooting in picking and packing issues.
- Maintaining 100% FIFO while picking the stock.
- Performing Cycle count and maintain Bin hygienic
- Handling inbound process of GRN, Put away and maintain corrective process in discrepancies.
- Handling 20 to 25 manpower per shift and giving training for better and smooth operations and preparing shift rosters.
- Sharing Shift end reports, day end reports, month end report to FC.
- Accomplished multiple tasks within established timeframes.
- Maximized performance by monitoring daily activities and mentoring team members.
- Managed and motivated employees to be productive and engaged in work.
- Improved safety procedures to create safe working conditions for workers.

2017-12 -  
2020-10

### Service Executive / Warehouse Executive

*Vestige Marketing Pvt Ltd, Visakhapatnam*

- Generate invoices.

## Languages

English

Upper intermediate

Hindi

Upper intermediate

Telugu

Advanced

- Generate GRN (Goods receipts note).
- Generate E-waybills.
- Stock balancing.
- Stock auditing monthly wise.
- Documented problems and corrective actions to maintain records.
- Handled customer issues with confidence, using complex problem solving to provide effective resolution.
- Developed process improvements to enhance overall delivery of service.
- Established team priorities, maintained schedules and monitored performance.
- Stock transfer to Company Outlets.
- Checking Customers Amount Conformations.
- Maintaining and Monitoring FIFO ( First in First Out ).
- Clear Customers Errors and Issues in Software Related.
- Checking and Monitoring Picking and Packing Efficiency.
- Briefing and Training will given on a Weekly Wises.
- Training Given to Customers on Quarterly Wise.
- Maintained high customer satisfaction standards to meet or exceed targets.

2015-07 -  
2017-10

### Administrative Executive

*Choose Me, Visakhapatnam*

- Maintained HR activities like hiring the staff, and attendance.
- Given training for staff for smooth operations.
- Handling petty cash and Admin activities like stationary, IT and hygiene.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Scheduled appointments and meetings, organized materials and prepared rooms.
- Collected data, input records and protected electronic files.

2014-05 -  
2015-06

### Administrator and Payments Executive

*VISAKHA AUTO FINANCE, Visakhapatnam*

- On time dispatch.

- MIS and reports updating.
- Collecting money from customers.
- Book keeping and files segregation.
- Monitoring attendance for staff.
- Handling petty cash and admin activities.

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## Education

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2012-04 - 2015-05	<b>B.COM: Computers</b> <i>Dr. Lankapalli Bullaya College</i> GPA: 70
2011-03 - 2012-04	<b>Intermediate: Ecommerce</b> <i>APOSS College - Visakhapatnam</i> GPA: 60
2008-03 - 2009-04	<b>SSC</b> <i>Satyam Concept School - Visakhapatnam</i>