KARTHIKEYAN S

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PROFILE SUMMARY

Warehouse Officer with 6+ years of Experience in that particularly track record of 4+ years Experienced in United Arab Emirates – Dubai. With Excellent Proven Knowledge in Warehouse Department. Pleasant and approachable proven history contributing to development of Logistics goals and objectives. Acquired highly developed sets of skills, Proficiency in ERP Systems Like Microsoft dynamics GP, EBOS for adding and executing New Stocks, Strong working skills in Microsoft Office Programs, Works Independently and Exceeds Expectations. Able to juggle Multiple Priorities and meet tight deadlines without compromising quality. Demonstrating constant interest in learning and Specializing in Inventory Management.

CAREER HISTORY

- *Warehouse In charge Cum Administration January 2022 to November 2024 Vignesh Agencies, Tamil Nadu*
- *Warehouse Officer Cum Service Coordinator in Photocopier Field -* *August 2017 to November 2021*
  Smart Solutions & IT Technology LLC (A Division of Al Ahlia General Trading Group-AUH) *Dubai- UAE*
- *Service Coordinator in Two Wheeler (Honda Showroom) June 2015 to July 2017* KV *Honda Automobiles, Pudukkottai, Tamil Nadu, India*

Duties & Responsibilities (Warehouse):

- Preparation, Verification & Auditing of Invoice and Delivery Note in ERP System (Microsoft Dynamics GP).

- Stock Checking in ERP System as well as Manually in Warehouse.

- To Supervise Day to Day Operations of Photocopier Machine Delivery, Toner and Consumables, Spares to Engineers and Delivery Persons.

- To Provide our Company HSC Code Details with other documents to JAFZA document Preparation Agents for receiving the Goods from Ports to Company.

- Properly Checking the checklist with the Part Number of Invoice and Delivery Note for receiving & Delivering the Goods.

- To Create GRN or Part Number in ERP System to add a New Stock with new Part Code.

- Products Deliveries are based in FIFO & FILO wise to avoid overstock & non selling products.

- Continuously tracking the non-selling Products that are available in Inventory will give added advantage to List on top in the ERP System.

- Periodically checking the Invoice & Delivery Note to address the Customer Signature and Company Seals are Present.

- Ensure Our Delivery Persons to get the customer signature and mobile number in the given documents.

- Internal Audit will happen once in a month that will check the stock availability in the ERP System & Warehouse

Should be matched or Not. To Easily identify the stock Miss match and take necessary action.

- Will Help to finished the External Auditing procedures in a year. To easily find out the stocks that are matching with the given auditing Documents.

- The available Stocks in warehouse are calculated in Part Number, Quantity and Model wise.

- To Track the Delivery person vehicle Via GPS for on time delivery.

- Periodically Checking the customer with the delivery Details.

- For Any Additional Requirement needed Will rise the Local Purchase Order Request to Procurement team.

Duties & Responsibilities (Service):

- To Manage & Co-ordinate with the Service team to increase and to achieve the Service Target.

- Enrolled New Job Card for Servicing New Two Wheelers and addressing Customer Complaints & Providing proper solutions.

- Providing proper Service Details to the Customer that what we have exactly done the Servicing for their Two Wheelers.

- To Improve Customer Relationship with Providing Questionnaire about Service related queries.

- Getting Customers View about Company Service & Pros and Cons.

- Finding Proper Solution about Service related issues and forward to Service Head.

- Getting Regular Daily, weekly and Monthly Service reports from Service Team and Finding Repeated Calls and Additional Service if required.

- Analyze, Prepare & Share Employee performance Report to Service Department Head

- Identifying the Engineer that Should do the vehicle servicing at the Proper manner with a targeting time.

- Coordinate and Communication with Mechanics about Vehicle related issues and Providing proper knowledge and details about vehicle repairing cost to the Customer.

- Providing proper vehicle Service Knowledge to the Customer to avoid unnecessary conflicts.

- Process Documentation and Prepare Reports, Time Sheets relating to Personnel Activities (Service team Performance Evaluations)

- Providing Attendance Management Relevant Data (Absences, Leaves), Service Employees Monthly report to HR & Accounts Department for WPS Salary Processing

- Provide Employees Daily Activity report to the Service Manager/ Reporting Head.

- Assist with Day-to-Day Operations of the Services Functions and Duties. Provide Clerical and Administrative Support to Service Department & Engineers

AREA OF EXPERTISE

- Database Maintenance
- Customer Relationship
- Warehouse Management
- Procurement
- Operation Management
- Inventory Management

EDUCATION & CREDENTIALS

ANNA UNIVERSITY (PG)

- *MBA (Human Resources Management & Production Management) GPA 7.16 with First Class - 2015*

PRIST UNIVERSITY (UG)

- *B.Tech (Mechanical Engineering) GPA 6.69 with First Class - 2013*

KEY SKILLS & COMPETENCIES

Administrative:

- Ability to Interface Effectively with all levels of Staff
- Ability to Prepare and Maintain Accurate Records
- Writing Reports and Procedure Manuals
- Prepare & Provide Internal Local Purchase Order & Coordinate with Stores team to getting the materials, Invoice Verification, To Provide and Support Maintaining Checking Inventory & Stores Management.
- Coordinate with Service Engineers and informed to attend the Complaint Calls which customer is requested
- Proficient with **Microsoft GP Dynamics, Ebos,** *SPSS (PASW Statistics 18 software), Data Analysis, Open Statistics, Microsoft Office 365 (Excel with Macros), Pro Engineer (PTC Creo-Parametric), Auto-cad (2D & 3D Mechanical)*

PERSONAL PROFILE

Date of Birth   10-04-1991

Languages   English, Tamil & Malayalam

Nationality   Indian

Marital Status   Married

REFERENCES: Available Upon Request