RESUME

# SATHISHKUMAR.S Email: satiz.fame@gmail.com

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# Career Objective:

To seek a challenging position that requires administration and leadership skills that enable me to continue to work in a challenging and fast paced environment.

# Academic record:

* **B.Sc Chemistry** from Pachaiyapa’s College of Arts and Science.
* **12th Standard** from M.Ct. Muthiah Chettiar Higher Secondary School in 2005
* **10th standard** from M.Ct. Muthiah Chettiar Higher Secondary School in 2003

# Work Experience:

**Company**

* + Working as Warehouse and Logistics Manager at Velammal Vidyalaya Group of
	+ Institution[Nov2021 - Present]
	+ Worked as Senior Administrative officer at RVI Realty LLP [May 2020 – Nov2021]
	+ Worked as Warehouse & Logistics Manager at Supreme Computers India Pvt. Ltd (May 2018 to Dec 2019)
	+ Worked as Warehouse Manager at A.W. Faber Castell India Pvt. Ltd, Chennai (Sep
	+ 2014 to April 2018)
	+ Worked as Logistics Executive at PT Express Cargo Services Pvt Ltd Chennai
	+ (November 2008 to Aug 2014)

**Present Role:** Warehouse & Logistics Manager

**Duties & Responsibilities:**

* Effectively communicate with customers on a regular basis regarding core transportation issues impacting the customer and the effectiveness and efficiency of the fleet.
* Creating GRN, Invoice and e-Waybill.
* Planning routes and load scheduling for multi-drop deliveries.
* Allocating and recording resources and movements on the transport planning system.
* Developing transportation relationships.
* Negotiating and bargaining transportation prices.
* Ensuring all partners in the supply chain are working effectively and efficiently to ensure smooth operations.
* Maintenance of Depot spread over 32,000 sq.ft
* Attendance Maintenance
* Handling of customer queries
* Meticulous cash handling
* Well versed in Orion, an ERP tool for monitoring increasingly diversified portfolio of stocks totaling around 6200 types.
* Freight in charge. Supervise logistics to ensure the stocks reach the customers place on time.
* Addressing distributors’ enquiries and settling the issues as and when arise to ensure smooth functioning.
* Complete coordination in auditing that takes place in three months every year.

# Technical Expertise:

Operating System : Windows XP, Windows 10.

ERP Tool : Orion, Tally

# Traits:

* + Good observer.
	+ Keenness to learn new things.
	+ High degree of adaptability

# Hobbies:

* + Playing cricket and listening to music.

# Personal Details:

Date of birth : 04-08-1986

Father Name : Sivaraj Mother Name : Renuka Devi Languages Known : Tamil, English Marital Status : Married

Address : No 11, Ramadasar Nagar, Thirverkadu, Chennai– 600 077.

# Declaration:

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

DATE:

PLACE: **(SATHISHKUMAR.S)**