SANJAY V S

KERALA, INDIA

+971 561359647

sanjayvs9946@gmail.com

PROFILE

A Logistics Executive with over 5 years of experience in Supervision, Coordination Material stacking, Planning, Validating supplies, Evaluating proposals and Overseeing Deliveries.

EDUCATION

- **Logistics and Supply Chain Management (Diploma) 2015**
  PATRIOT AVAIATION COLLEGE - KERALA, INDIA

- **Bachelor of Commerce (Finance) 2014**
  CALICUT UNIVERSITY - KERALA, INDIA

SANJAY V S

LOGISTICS EXECUTIVE

♦ Logistics   ♦ B.com   ♦TALLY Prime

WORK EXPERIENCE

LOGISTICS COORDINATOR

(December 2022 to August 2023)
APC ALUMINIUM PVT LIMITED
KERALA, INDIA
Duties & Responsibilities:

- Arrange the vehicles and schedule the time of vehicles
- Co-ordinate the routes of vehicles.
- Prepare the bill according to sales orders.
- Keep documentation of all sales orders, items issued and delivered.
- Co - ordinating with inventory control to determine and manage inventory needs.
- Ensure that all stock is located in correct locations in the ware house.
- Dealing with suppliers for the material enquiry and collecting quotations based upon the request.
- Keeping the all transactions details (purchase and sales).
- Receive and process warehouse stock products and maintain warehouse inventory.
- Updating and maintaining of physical records.

LOGISTICS COORDINATOR CUM WAREHOUSE SUPERVISOR

(October 2020 to February 2022)
 DRIVER LOGISTICS LLP
KERALA, INDIA
Duties & Responsibilities:

- Receive and records new inventory as it is delivered inspects and stores it accordingly.
- Keep documentation of all sales orders, items issued and delivered.
- Prepare and complete orders for delivery or pickup according to schedule.
- Conduct physical inventory, compares results to computerized inventory and reconciles differences.
- Expediting the receiving and shipping of goods, and ensuring efficient, organized storage.
- Strategically manage warehouse in compliance with company policies and rules.

TECHNICAL SKILLS

- TALLY PRIME, TALLY ERP9
- MICROSOFT OFFICE EXCEL
- MICROSOFT OFFICE WORD
- MICROSOFT OFFICE POWERPOINT
- CODEX SOFTWARE (ERP SOFTWARE)

AREA OF EXPERTISE

- INVENTORY RESTOCKING
- SHIPMENTS COORDINATING
- VALIDATING SUPPLIES
- MATERIAL STACKING
- SUPERVISION
- DOCUMENTATION
- OVERSEEING DELIVERIES
- BILLING

PERSONAL DETAILS

Date of Birth : 09 DECEMBER 1993

Address : VELAPARARMBIL(H)

VALLIVATTOM

THRISSUR

KERALA-680123

INDIA

Nationality : INDIAN

Marital Status : SINGLE

Languages : ENGLISH

MALAYALAM

HINDI

TAMIL

- Ensure all stock is stored in correct locations in warehouse
- Handling day to day cash transactions regarding with warehouse operations
- Updating and marinating document management systems and physical records.
- Verifying balances in account books and rectifying discrepancies
- Manage all logistics activities through the process to make sure established deadlines are met.
- Develop and create various document folders and organize these to easily searchable and accessible libraries.

LOGISTICS EXECUTIVE

(November 2018 to September 2020)

INTERWAY LOGISTICS

COCHIN, INDIA

Duties & Responsibilities:

- Generation of picking lists, lorry receipts, E-way bill and maintaining all these data in both consolidated and different excel sheets.
- Keeping the all transactions details (purchase and sales) accurately.
- Dealing with suppliers for the material enquiry and collecting quotations based upon the request.
- Arrange transportation and coordinate deliveries to stores or distributors without delay.
- Prepare appropriate ways in effective recovery of the collections from debtors and settlement of the claims of distributor or suppliers.
- Monitor and prepare monthly report for all expiring items and fast moving items.

REFERENCE

1) RAJESH T V – "DRIVER LOGISTICS LLP"

MANAGER

Rajesh.ag@godrej.com

9605007024