

Vivek. J *Outbound Logistics Team Lead*

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Profile

Motivated Logistics Team Lead with a strong background in coordinating logistics activities and leading high-performing teams. Skilled in fostering a collaborative work environment, resolving challenges, and ensuring seamless coordination across all aspects of the supply chain.

Education

2008/08 – 2012/03 Chennai, India	B.Tech I.T <i>Sriram Engineering College (Anna University)</i>
2007/06 – 2008/03 Arakkonam, India	Higher Secondary Schooling <i>S.M.S Vimal Matriculation Higher secondary school</i>
2005/06 – 2006/03 Arakkonam, India	SSLC <i>Bharathidhasanar Matric Higher Secondary School</i>

Professional Experience

2022/04 – 2024/04 Thiruvallur, India	Outbound Logistics Team Lead <i>Caterpillar</i> 1. Team Leadership: Led and managed a team of outbound logistics personnel, providing guidance, support, and mentoring to ensure a high level of performance. Delegated the tasks and responsibilities effectively, considering team members' strengths and development areas. 2. Coordination with Stakeholders: Collaborated with other departments such as sales, customer service, and warehouse teams to coordinate and prioritize outbound shipments. Communicated with carriers, freight forwarders, and logistics service providers to schedule shipments and monitor transportation activities. 3. Inventory Management: Monitored and managed inventory levels to prevent stock outs and overstock situations. Implemented the strategies to optimize warehouse space utilization and reduce carrying costs. 4. Quality Control: Implemented the quality control measures to ensure that outbound shipments meet customer specifications and quality standards. Conducted regular audits to identify and address any issues related to order accuracy and completeness. 5. Performance Metrics:
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Established key performance indicators (KPIs) to measure the efficiency and effectiveness of outbound logistics processes.
Analyzed the performance metrics regularly and implement continuous improvement initiatives.

6. Cost Management:

Identified opportunities to reduce logistics costs while maintaining service levels.
Analyzed the transportation and logistics expenses, negotiate contracts, and implement cost-saving initiatives.

7. Technology Integration:

Utilized the technology tools such as warehouse management systems (WMS) and transportation management systems (TMS) to streamline outbound logistics processes.
Explored and implemented innovative technologies to enhance efficiency and visibility in the supply chain.

2021/02 – 2022/04
Thiruvallur, India

RCM Analyst (Off Role)

Caterpillar

1. Data Analysis:

Utilized the data analysis tools and techniques to examine and interpret financial and operational data related to the revenue cycle.
Identified trends, patterns, and areas for improvement in revenue cycle processes.

2. Coding Compliance:

Verified the accuracy and completeness of medical codes assigned to patient records.
Ensured the compliance with coding guidelines and regulations.
Collaborated with coding professionals to address coding-related challenges.

3. Payment Posting:

Recorded and reconciled the payments received from insurance companies and patients.
Identified discrepancies and resolve payment posting issues.

4. Compliance and Regulations:

Staying current with healthcare regulations, payer policies, and industry best practices.
Ensured the compliance with billing and coding regulations to avoid legal and financial risks.

5. Training and Education:

Provided training to staff on changes in billing and coding regulations, procedures, and software updates.
Fostered a culture of continuous learning to enhance the skills of revenue cycle team members.

6. Communication:

Collaborated with other departments, such as finance, operations, and clinical staff, to address revenue cycle challenges.
Communicated effectively with external stakeholders, including insurance companies and government agencies.

7. Technology Utilization:

Leveraged the technology solutions, such as revenue cycle management software, to streamline processes and improve efficiency.
Identified and implemented technology upgrades or enhancements to optimize revenue cycle operations.

2017/04 – 2021/02
Thiruvallur, India

Sub Assembly Supervisor

Caterpillar

1. Team Leadership:

Supervised and lead a team of sub-assembly workers.
Provide guidance, support, and direction to team members.
Foster a positive and collaborative team environment.

2. Work Planning and Scheduling:

Planning and scheduling sub-assembly tasks based on production requirements.
Coordinated with production planners to ensure efficient workflow.

3. Quality Assurance:

Ensured that sub-assemblies meet quality standards and specifications.
Implemented and enforced quality control processes.
Address and resolve quality issues promptly.

4. Training and Development:

Trained new team members on assembly processes and safety procedures.
Provided ongoing training to improve skills and efficiency.
Identified opportunities for cross-training to enhance flexibility within the team.

5. Resource Management:

Managed resources, including materials, tools, and equipment, necessary for sub-assembly tasks.
Coordinated with the procurement team to ensure the availability of required materials.

6. Production Monitoring:

Monitored sub-assembly production progress.
Identified and address any issues that may cause delays or disruptions.

7. Performance Evaluation:

Conducted regular performance evaluations for sub-assembly team members.
Provided constructive feedback and support professional development.

2015/10 – 2016/11
Bangalore, India

Safety Officer

Sterling And Wilson

1. Safety Policy Development:

Developed, implemented, and updated the safety policies and procedures.
Ensured that safety policies comply with local, state, and federal regulations.

2. Risk Assessments:

Conducted regular risk assessments to identify potential hazards in the workplace.
Developed strategies to mitigate risks and prevent accidents.

3. Training and Education:

Organized and conducted safety training programs for employees.
Ensured that all employees are aware of and trained on safety protocols

4. Incident Investigation:

Investigated the accidents, incidents, or near-misses to determine root causes.
Developed corrective actions and preventive measures to avoid future occurrences.

5. Emergency Preparedness:

Developed and implemented emergency response plans.
Conducted drills and exercises to ensure employees are familiar with emergency procedures.

6. Safety Inspections:

Conducted regular safety inspections of the workplace to identify potential hazards.
Worked with relevant departments to address and correct safety issues.

7. First Aid and Medical Assistance:

Coordinated first aid training for designated personnel.
Ensured the availability of first aid supplies and medical assistance if needed.

8. Promotion of Safety Culture:

Fostered a safety culture by promoting awareness and accountability.
Encouraged reporting of safety concerns and the sharing of best practices.

2015/01 – 2015/09
Bangalore, India

Asst. Safety Officer

Human Builders

1. Safety Policy Development:

Developed, implemented, and updated safety policies and procedures.
Ensured that safety policies comply with local, state, and federal regulations.

2. Risk Assessments:

Conducted regular risk assessments to identify potential hazards in the workplace.
Developed strategies to mitigate risks and prevent accidents.

3. Safety Inspections:

Conducted regular safety inspections of the workplace to identify potential hazards.
Worked with relevant departments to address and correct safety issues.

4. Communication:

Communicated safety information to all employees, contractors, and visitors.
Facilitated safety meetings to discuss concerns, updates, and improvements.

5. Promotion of Safety Culture:

Fostered a safety culture by promoting awareness and accountability.
Encouraged reporting of safety concerns and the sharing of best practices.

6. Continuous Improvement:

Identified opportunities for improvement in safety processes and procedures.
Implemented changes to enhance overall safety performance.

2013/06 – 2014/12
Chennai, India

Asst. Safety Officer

Angel Engineering

1. Hazardous Materials Management:

Overseen the safe handling, storage, and disposal of hazardous materials.
Ensured compliance with regulations governing the use of hazardous substances.

2. First Aid and Medical Assistance:

Coordinated first aid training for designated personnel.
Ensured the availability of first aid supplies and medical assistance if needed.

3. Safety Reporting:

Maintained records of safety inspections, incidents, and corrective actions taken.
Prepare and submit reports on safety performance to management.

4. Personal Protective Equipment (PPE):

Ensured the availability and proper use of personal protective equipment.
Monitored and enforced the use of PPE where required.

Skills

Problem Solving	● ● ● ● ●	Communication	● ● ● ● ●
Decision Making	● ● ● ● ●	Data Management	● ● ● ● ●
Team Leading	● ● ● ● ●	Cost Management	● ● ● ● ●
Safety Skills	● ● ● ● ●	Software Skills	● ● ● ● ●
		SAP, MS Office, Power Director, Powerpoint	

Languages

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| • Tamil | • English |
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Interests

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| • Reading Books | • Playing Cricket, Volley Ball |
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Awards

2009/10/10 **National Level Symposium**
Anna University

Declaration

"I declare that the information provided in this resume is true and accurate to the best of my knowledge."

Vivek. J