

Sudheendra N

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Enthusiastic and dedicated professional with experience of successfully coordinating the activities of various departments concerned with the production, pricing, sales, and distribution of products & services. Comfortable working with people of all levels and having excellent commercial approach to solving problems and developing business processes. Having proven people management skills, with the ability to manage performance and motivate staff on an individual and team level. Now looking for a new and challenging managerial or consultancy position, one which will make best use of my existing skills and experience and further my personal and professional development.

ACADEMIC QUALIFICATIONS

- ✓ Diploma in Industrial Mech Eng.

CAREER SUMMARY

- Working as General Manager in Access Warehouse Private India Limited from 15th Nov 2018 to till date.
- Worked as Asst Manager in Accenture through JLL from 15th November 2016 to 18th June 2018.
- Worked as PAN India Asst Manager Myntra Designs PVT. From 04th May 2015 to 16th Sep 2016.
- Worked as Team Lead in Oracle India Pvt through IKYA Human Capital Service from 22nd November 2013 till 01st May 2015.
- Worked as Admin Executive AEGIS BPO from 01st Aug 2010 till 25th Aug 2013
- Worked as Admin Executive in Adithya Birla Minacs LTD from May 2008 to till Aug 2010
- Worked as Routing Executive in AVIVA from April 2006 to May 2008.
- Worked as Progress Executive in Helicopter Division in HAL from Oct 2003 to April 2006

KEY SKILLS – Ware House Management, Supply Chain Management, General Administration, Housekeeping, Cafeteria Management, BMS, Process Safety Management, Employee Transportation,

KEY TASKS HANDLED

⇒ Admin tasks:

- Checking all places whether they kept it clean for every hour
- Checking all the support staff whether they are clean and tidy.
- Purchasing h/k materials as per the requirements.
- Checking the records of the security (Materials inward/outward registers, Gate pass, Security occurrences)
- Posting security on their places
- Maintaining attendance of security.
- Maintaining all the necessary documents.
- Providing lockers for the employees
- Purchasing and Providing stationery for the operations
- Maintaining records of the lockers and stationary.
- Coordinated for effectively reducing the Operating Cost without compromising on the quality of service.
- Supported Compliance /Quality check.
- To perform supplier financial analysis to support indirect sourcing using secondary research and to provide the final analysis to Line of Business
- To handle tasks which involve Audits and to maintain documentation and to prepare the flow maps for the same.
- Supporting for invoicing activities, and Good receipt and invoice receipt balancing activities.

- Responsible for handling Savings Activities of LOB and hereby supporting the stakeholders in pipeline activities like weekly updation of dashboards, creation of Monthly pipeline meeting slides, preparation of slides for WBR / MBR and ProComm presentation, creation of Back up for the tool, handling change request and bulk uploads.
- Member for working group in BCP / CRM and actively participating in the activities and decisions of the group.
- Represented the Focus group created by Management and actively participated in the feedback session, trainings on Competency.
- Involved in Process training for new joiners, stake holders on the process knowledge.

⇒ **Catering:**

- Coordination with caterer for the smooth flow of the operations.
- Taking care of Lunch & Dinner, Evening Snacks, Night Snacks & Early Morning Breakfast
- Round the Clock - Shop facility.

⇒ **Warehouse management:**

- Designing effective store communication procedures to ensure the smooth running of all operations.
- Handling all types of the Workers which includes 3PL.
- Handling End to End Operations which includes the Last Mile Operations.
- Supervising, motivating and developing team reward and recognition programmes
- Handling and swiftly resolving customer complaints in a professional and effective manner.
- Negotiating contracts, ensuring that they balance value and risk.
- Wide and deep network amongst 3PL, FMCG, modern retail, auto component manufacturers, retail, e- commerce players, etc. who drive demand for the Industrial and Warehousing park business.
- Deep understanding of the various micro markets and hence spot transaction opportunities emerging markets while identifying challenges in established ones
- Co-ordinate with various departments internally as well as within client set-up for closure of transactions.
- Ensure achievement of leasing targets and continued viability of the service line
- Maintain relationship with company's prospective as well as existing clients. Client servicing and hence ensure new leases from existing clients
- To generate ideas for transactions and deal structuring and be aware of key issues in negotiations.
- Inventory and Periodical Maintenance activities Client servicing and Vendor Management and Coordinating with Projects & BMS Team
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- Encouraging, identifying and developing best practice strategy

⇒ **Handling transport:**

- To check the shift schedules.
- To check route schedules.
- To check Kilometers.
- Monitoring 500 vehicles Pickup and Drops
- Routing, scheduling and deployment of vehicles with high priority.
- Daily checking mail's for ADHOC updation

- Responding for the mail requests
- Coordination with Vendor for efficient Transportation
- Generating Transport MIS reports
- Making the Daily, Weekly, Monthly reports.

⇒ **Handling Operations:**

- Managing End to End Transport operations
- Managing day to day operations as per the SLA.
- Educating on the Logistics Policy to the Internal Customers,
- Coordination for ensuring that the Transport Team delivers quality of service to the entire users.
- Coordinated for effectively reducing the Operating Cost without compromising on the quality of service.
- Supported Compliance /Quality check for all the vehicles.
- Ensuring the Transport Safety & Security to the transport users.
- Involved in Process training for new joiners, stake holders on the process knowledge.
- Represented the group created by Management and actively participated in the feedback session, trainings on Competency.
- To handle tasks which involve Audits and to maintain documentation and to prepare the flow maps for the same.

ACHIEVEMENTS

- ✓ Successfully handled Family Day Events.
- ✓ Successfully handled HUM Event.
- ✓ Successfully handled the operations at BCP Situations like Dr Raj Kumar's Death, Karnataka Bandh & Lorry Strike.
- ✓ Maintained the Accurate Employee Data Base
- ✓ Constant in Generating Transport MIS reports.
- ✓ Stable in making the Daily, Weekly, Monthly reports
- ✓ Maintaining the Roster Deviation & Roster Updates
- ✓ Successfully maintained the operations by eliminating the female employee contact no's
- ✓ Efficient in handling the operations PAN India.
- ✓ Efficient in doing both Pick up & Drop Routing for the 6000 Employees.
- ✓ Had under gone the training of the Emergency Response Team

AREAS OF STRENGTH

- ✓ Handling the team of 160 plus team members.
- ✓ Conceptually clear headed, having broad, and pragmatic vision to understand issues quickly.
- ✓ Possess logical, methodical and sincere approach
- ✓ Highly disciplined, punctual, possesses professional approach, well-dressed, fluent and clear expressions in various languages.
- ✓ Accepts additional responsibilities cheerfully and willingly.
- ✓ Cost effective approach and ensuring quality
- ✓ Proven ability to lead, motivate and build successful teams.
- ✓ Understand all legal, regulatory, information security and compliance requirements.
- ✓ Proven influencer & negotiator.
- ✓ Achieving targets in a dynamic and complex business environment.
- ✓ Team leading & people development skills.
- ✓ Able to manage and develop a diverse group of highly skilled people.
- ✓ A clear and stable approach to getting the required results.
- ✓ Ability to manage operations within budgetary constraints.
- ✓ Building and maintaining strong and effective relationships with suppliers and customers

KNOWLEDGE OF SOFTWARE TOOLS

- ✓ Operating Systems worked on: Windows – 98/XP//2000/Vista
- ✓ Move In Sync, TMS, and Route Matrix.
- ✓ Microsoft office: Excel, Power point, Outlook and Word.

PERSONAL DETAILS

Date of Birth : February 21 1982
Languages known : English, Kannada, Hindi, Telugu
Marital Status : Married
References : Available upon request.

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place: Bangalore

Date:

SUDHEENDRA. N