

RAJESH KUMAR .M.S

 25, Sriperumbur Road, Manavala Nagar, Trivellore, Tamil Nadu , INDIA.

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Objective:

To associate with a progressive organization that offers opportunity to learn, Practice and prosper in life.

Summary Of Professional Qualifications:

- ❖ 22+ Years of Experience in Managing of Logistics, Supply Chain Management, Transportation Operation.
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❖ NOV 2010 – DEC 2021 - Logistics Officer –PDC .

SAUD BAHWAN GROUP –Muscat (Toyota &Daihatsu Auto parts)

- Follow the Safety Promotion Activities (SPA)&Norms inside the warehouse.
- Supervise Receiving parts ,Check, Sort & Binning team on daily basis without errors (**Barcode** system using with Handheld Barcode Scanner -HHT).
- Issue materials, Supplies, Parts ,Tools& Equipment's obtaining proper records and requisitions with respect to FIFO standards.(Domestic & Exports dispatches).
- Preparation of daily dispatches schedules as per the customers Cut-Off-Time.
- Perform daily cycle count Plan cycle count-PCC/ Unplanned cycle count- UPCC, weekly &Quarterly Inventory and physical inventory and prepare year-end inventory reports.
- Maintains Physical condition of warehouse by planning and implementing new design layouts.
- Inspecting equipment ,issuing Work Order for repair and requisitions for replacement.
- Prepare Monthly Budget for Manpower &Consumable items(ie Packing materials).
- Prepare& Follow up for Local Purchase Orders- LPO's.
- Prepare daily &monthly performance reports for Branch Return Dispatch Note – BRDN , Lean Time Replenishment-LTR & Warehouse staffs.
- Team member of Kaizen / Quality Circle –QC& involving Suggestion Schemes.
- Working ERP's- Dispatch Centre Management System-DCMS/ Warehouse Management System –WMS & AS-400.
- Improve &sustain the 6S in warehouse.

❖ **NOV-2007 to NOV- 2010 - Team Member –Logistics (IWD).**

SAINT GOBAIN GLASS INDIA LTD-Sriperumbudur.

- Planning for improving warehouse location Accuracy and stock accuracy.
 - Ensuring proper usage of required PPE and updating of SAR format to maintain.
 - Planning for production material placement plant and shifting plan day wise.
 - Ensuring stacking quality of the product in the WH.
 - Take weekly Audit & Maintain the 6s in the shop floor.
 - Monitoring discipline at the shop floor for an accident free and safe work culture.
 - Planning the shift activities at the beginning of the shift.
 - Manpower deployment in respective areas & daily monitoring for incoming material to respective bays.
 - Working towards the targets and achieving good results to the team.
 - Planning for special requirement like reworking & packing of material to meet dispatch requirements.
 - Maintaining FIFO for sales orders/trucks and containers.
 - Optimum usage of MHE equipments.
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❖ **JUN-2002 – OCT-2007 - Assistant Officer.**

TVS LOGISTICS SERVICES LTD.(Lucas TVS Project)Chennai.

- Preparation of daily collection schedule RASIS (Two bins, Weekly Schedule, Daily Schedule) as per customer requirement and planning of route map(Like Milk Run).
 - To arrange emergency vehicle for Air, Train & LR consignment.
 - Ensure receiving material at Right Quality, Quantity & Container.
 - Ensure Issue of material with proper documents.
 - Issuing the materials in FIFO methods.
 - Follow up with the supplier for critical items.
 - To verify the material as per the documents with GI (Goods inwards) & Excise documents handed over to Finance dept.
 - Ensure store stock and Inventory on daily Basis & Accept of SIT (store issue ticket).
 - Daily dispatch SCDN, RSN & DRSN materials.
 - Stock maintains & Register entry & Maintain two bins Quantity
 - Coordinating with purchase /Production about their critical requirement.
 - For Outbound side vehicle arrangement as per Customer requirement.
 - Maintain to MIS report.
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❖ **JUL-2000 – JUN-2002 - Probation Trainee.**

TVS LOGISTICS SERVICES LTD. (TATA PARTS Project)A.P.

- Receiving Purchase Indent from 4 Zones in A.P.S.R.T.C.
 - Verification the stock status with the Purchase Indent received.
 - Experienced in communication the date of sending the Spares components.
 - Planning the unavailable items form Telco Bangalore, Pune, JSR, Ware house.
 - Updating of Stock received material system material location with the help of Labors.
 - Picking the material as per the indent than raising the Invoice & Sending the material to the Customer.
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❖ **NOV-1999 – JUN-2000 - New Product Development.**

SRI ARUNAI EQUIPMENTS, Thiruvallur .

- Discussing with Purchase officer for Possibilities of Producing Component.
 - Producing the samples as per drawing with help of Production Supervisor.
 - Submitting the completed component to purchase Officer.
 - Filing the document related to the components.
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❖ **OCT-1998 – OCT-1999 - Technical Apprentice .**

HINDUSTAN MORTR LTD-EED ,Thiruvallur .

- Material planning as per Schedule given by marketing dept& Daily follow up with suppliers.
 - Attending the Quality issues-Supplier segregation communication with vender.
 - Sending the monthly, weekly schedule to supplier & following according to the schedule.
 - Sending P.O and raising for amendment to supplier.
 - Sending the collection schedule to transport coordinator.
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❖ **Educational Details:**

Diploma in Mechanical Engineering. First Class with Honors' Baktavachalam Polytechnic – Kancheepuram.-“1998”

Diploma Stores Management from Indian Institute Of Material Management IIMM – Vadodara-“2009”

B.A from Tamil Nadu Open University-“2013”

MBA from Tamil Nadu Open University-2016.

❖ **Language Known.**

- Tamil , English, Telugu, Hindi ,Malayalam & Basic Arabic.

Achievements.

- To receive award for Meritorious Category in the 18th Quality Circle Convention - 2009 held at Triuchirappalli.(**Quality Circle Forum of India Chennai Chapter**).
 - To receive **Annual Excellence Award to wards Warehouse Management and Optimization** lactical management of peak stock engineering innovation, cost reduction &continuous Improvement.(Saint Gobain Glass Year- 2010)
 - Received “**Successful project completion Appreciation**” from V.P.(TVs Logistics)
 - Cost reduction implemented by effective utilization of vehicle viz, conversion MCV to LCV.
 - Effective utilization for vertical space by introducing heavy racks there by reducing floor space resulting in increased storage capacity
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Projects Under Taken & Training.

- ❖ **Six –Sigma for Yellow Belt (Lean Manufacturing)** Training at M/s Saint – Gobain India. Project was – Bulk Movement for the Glass.
 - ❖ Undertook a Project In M/s Hindustan Motors Ltd, at Trivllore. Titled:” Disposal Of Obsolete Items” through “**Quality Circle**”.
 - ❖ As part of Pre-requisite for the Diploma was sent as In Plant Trainee (Dumper Logistics) M/s .Hindustan Motors Ltd,. EED. At Trivellore.
 - ❖ Basic Fire Safety Training program attended. Program conducted for Usha Fire Safety Equipments ltd at M/s Saint- Gobain India
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Computer Literacy.

- Diploma in Computer Application, Auto CADD & PRO – E.
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Personal Details.

Date of Birth : 01-06-1980.
Nationality : Indian.
Father’s Name : M.Sivanadham.
Marital Status : Married.
Pass Port No : V9130224.

Yours Faithfully,

(RAJESH KUMAR. MS)

Date: