# ADHIN.T.A

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**SUMMARY OF EXPERIENCE**

* DME In KUMARAN POLYTECHNIC MINJUR with 78%
* 6 years of experience in Inbound Logistics & Transportation / Warehouse Operations.
* Proficient at efficiently handling the man management and taking cost Saving initiative
* Logistics (Dispatch and Transportation).
* Vendor payment process.
* Inventory Management.
* SAP MM.
* Invoice preparation and dispatch the goods.

**Present company:**

**ROYAL ENFIELD (A UNIT OF EICHER MOTOR)**

**Based on Consultant: Thangam Corporate services Pvt Ltd.**

**Logistics Executive – Inbound**

From June 2015 to till date

* **AREA OF KNOWLEDGE**
* Manpower Management.
* Dispatch Management.
* Transportation& Billing process.
* Freight forward & Vendor payment process
* Warehouse Management.
* Inventory Management.

**SKILL SETS & STRENGHTHS:**

* Effective problem-solving skill.
* Knowledge of SAP and MS-office.
* Quick learning.
* Freight cost control.
* Vendor payment process.
* Good team player.
* Interpersonal skills.
* Decision making.
* Leadership.
* Good Communication.
* Able to manage and release stress.
* Basic Knowledge in Auto CAD.

**EXPERIENCE IN ROYAL ENFIELD:**

* Logistics, Dispatch and Transportation. Key duties composed the development and delivery of comprehensive Supply Chain, complete action.
* Co-ordinate with PPC team & buyer team to collect the critical parts from vendor end and feed to the production line, Vendor payment process follow and clear outstanding payment details preparation of Documentation, e-waybills, Domestic operation, Material dispatch, Vehicle monitoring, Vehicle utilization, Premium Freight material follow-up, Maintain Logistics Records, Vendor Credit & debit payment process, Follow the empty trolley, pallet and bins from supplier end.
* Maintain records for Logistics Activity.

**Role & Responsibility**

* Responsible for Managing Local & Import Transportation & Drive Efficiency.
* Responsible for suppliers supply status and issues (Shipping schedule, 3PL Inventory level maintenance, etc.)
* Daily verify and approve shipments to forwarders with determination of cost effective such as space utilization, part priority, lead time requirement and other details.
* Invoice preparation.
* Prepare weekly & monthly MIS review report submitted to Senior Manager.
* Route planning & selection of right truck type.
* Monitoring Vehicle Utilization on daily basis and driving 80% + utilization across locations.
* Implementation of alternate way of working e.g. Dedicated Trucking Operation.
* Driving the inbound operation with the support of 3PL & Transporters.
* Coordinate with Parts (ILC team) controller to avoid the over inventory of warehouse and truck halting issue.
* Effective Monitoring of Premium Freight.
* Follow up the critical parts & ensuring to unload within the timeline.
* Monitoring Truck turnaround time of each vehicle to use it effectively & to save the cost.
* Engaged in regular review & sharing monthly, weekly reports with team and analyzing the trend.
* Preparing the MIS report and submit to Senior Manager.
* Collect weekly and monthly trip sheet data.
* Responsible for shipping/dispatch out FG from Plant to Plant movement and Stock transfers to Supplier end.
* Co-ordinate with buyer to place the vehicle in supplier end to collect the spare and production materials.
* Once received the goods then handover to the concern department to make GRN process.
* Dispatch the material in interplant movement and vendor end.
* Make 641 document and sale document.
* Coordinate with PPC team in daily meeting collect the opening stock details and then send the material on timely from plant to plant movement avoid line stoppage issue.
* As per buyer confirmation send the 541 material to vendor end.
* Make e-way bill for every dispatch material invoice.
* Update and maintain the material dispatch details in Google sheet.
* Follow the Transit vehicle in every half hours status update with GPS monitoring.
* Update the driver details and give the safety instruction to the new drivers and GT person.
* Follow the safety instruction.
* Maintain Budget vehicle dimension, vehicle type, vehicle feet, and vehicle document.
* Update in every day forklift safety check sheet.
* Prepare SOP format for invoice preparation process.

**VENDOR PAYMENT PROCESS:**

* Vendor bill payment process and follow up the finance team.
* Manage more than 15 vendors.
* Collect the vendor provision and bills in every month.
* Vendor bill checked and parked in SAP.
* Support suppliers to communicate with financial team to solve payment issues. (Mismatch pay, short pay, delayed payment etc.)
* Follow the finance department for payment process.
* Clear the Outstanding payment details in each and every month.
* Coordinate with vendor for reconciliation process.
* Maintain record for bill submission and bunch of vendor bills after payment.
* Audit the bills before submission to the finance department (Checker & Maker).
* Audit the bill in Every Quarterly year (any wrong payment issue).
* Maintain soft copy for the LR and Trip sheet based Running vehicle.
* Follow the Special vehicle and premium freight cost debit process.
* Make Contract and renewable process.
* Follow the payment process in Google sheet.
* Timely Renewal of Transport Contracts.
* **TECHNICAL SKILLS:**
* SOFRWARE KNOWS: SAP MM, WMS, Auto CAD, SOLIDWORKS(BASIC)
* Pro-efficiency in SAP MM.
* Microsoft Office Applications, Outlook.

**PROJECTS**

* **ACADEMIC PROJECT**
* Title: DESIGN FABRICATION OF HYBRID SOLAR WATER PUMP
* Description: The system is designed specifically to use the power of the sun to move water, so replacing the need for grid power or diesel. As solar power is not consistent through the day then PSk2 constantly changes the pump parameters to optimize the amount of water available.
* Durations: 3 months.

**BASIC ACADEMIC CREDENTIALS**

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| --- | --- | --- | --- |
| **Qualification** | **Board / University** | **Year** | **Percentage** |
| D.M.E | KUMARAN POLYTECHNIC MINJUR | 2012-2015 | 78% |
| S.S.L.C | HIGHER SECONDARY SCHOOL PANNANGADSREE NARAYANAPURAM | 2011-2012 | 67% |

**PERSONAL DETAILS**

* Father Name : ANIL KUMAR.T.T
* Mother Name : Anitha.T
* Date of Birth : 08/05/1996
* Gender : Male
* Language Known : Tamil, English, Malayalam
* Nationality : Indian
* Interest & Hobbies : Playing Badminton, video games and travelling.
* Marital Status : Single

**DECLARATION**

I hereby declare that all particulars given herein are best of my knowledge and belief

Place: Chennai

Date: Adhin.T.A