**RESUME**

# SUTHAKAR MANOHARAN Mobile: +919941215091

# E-mail: sudhakar.rmanoharan@gmail.com

**Objective:**

Hard-working and responsible logistics professional with 9 years experience managing successful warehouses and storerooms. Team oriented and safety conscious, I am keen to apply my organizational skills to a dynamic warehouse, logistics, distribution or inventory team.

**Educational Qualification:**

HSC : govt boys higer secotary school at kattumannar koil

UG : B.A ( Bachelor OF ARTS ) Govt College at kumbakonam (2000-2003)

PG : MBA (Human resource management) Annamalai University.( 2010 )

**Key Skills:**

SAP – R3

KANBAN, JIT& VMI

QS 9000

IS0 14001

5S & KAIZEN

NWG

**Software Skills ERP:**

SAP – R3 MM

MS - Excel, Word, PowerPoint & Internet Operations.

**Achievement:**

Nil Reversal in booking and all transactions in **SAP** first place in Global **JABIL Circuit.**

Man power (DL) efficiency improved from 65% to 95%. This is done by reducing the Manpower and Utilized man hours effectively on every shift**.**

**Organizational and time management skills:**

Experience managing inventory and coordination of orders and deliveries, with ability to prioritize conflicting demands.

**Interpersonal skills:**

Ability to create rapport quickly and maintain positive business relationships with clients and staff, demonstrating dedication to a high standard of customer service.

**Professional Experience:**

**M/s Evolve Business Venture pvt Ltd From Apr 19 To Till Date**

**Designation: warehouse Manager**

* GRN (GRN - Goods Receipt Note) in ERP system for the incoming materials.
* Inventory Material Management Report &amp; handling the posting of (PGI) for outgoing material
* Preparation of Daily &amp; Weekly report of Critical matenals
* Ensuring the proper storage of material &amp; carrying out physical stock verification

and reconciliation.

* Carrying out export materials invoicing.
* Support Inventory Control and Material planning to supply the material Right time to
* Supply DFS. Based on sales.
* Transport arrangement for daily dispatch.
* Responsible for stacking of materials as per stacking norms &amp utilization of whole
* Warehouse space accordingly.
* Responsible for BG Maintain the customs - Re credit operation
* Maintaining 100% stock accuracy. And Cycle Count audit
* Took initiative in Improving and stabilizing the process.
* Maintaining the Perfume &amp; Chocolate &amp; Electronics Stores.
* Shelf life items monitoring and escalating (chocolate Stores) IN FIFO.
* Coronation with CHA in customs clearance of import and BTBT Materials.
* Skillfully carried out the categorization of the material space
* Updated the inventory list and shipping schedule every day
* Follow & Teach 5s process,
* Daily & monthly MIS prepared
* Maintain our sys stock &phy stock interact with Customer and supplier end
* Monitoring FIFO violation in daily basis
* Maintain documents & Good house keeping
* Good observer and excellent team player
* Self motivated to work in a highly participative environment

**M/s Flemingo DFS pvt Ltd, (Bond Warehouse) From Apr 16 To Mar 19 Date**

**Designation: warehouse Supervisor**

* GRN (GRN - Goods Receipt Note) in ERP system for the incoming materials.
* Inventory Material Management Report &amp; handling the posting of (PGI) for outgoing material
* Preparation of Daily &amp; Weekly report of Critical matenals
* Ensuring the proper storage of material &amp; carrying out physical stock verification

and reconciliation.

* Carrying out export materials invoicing.
* Support Inventory Control and Material planning to supply the material Right time to
* Supply DFS. Based on sales.
* Transport arrangement for daily dispatch.
* Responsible for stacking of materials as per stacking norms &amp utilization of whole
* Warehouse space accordingly.
* Responsible for BG Maintain the customs - Re credit operation
* Maintaining 100% stock accuracy. And Cycle Count audit
* Took initiative in Improving and stabilizing the process.
* Maintaining the Perfume &amp; Chocolate &amp; Electronics Stores.
* Shelf life items monitoring and escalating (chocolate Stores) IN FIFO.
* Coronation with CHA in customs clearance of import and BTBT Materials.
* Skillfully carried out the categorization of the material space

**M/s Jain Moto Bike Pvt Ltd, (Yamaha dealership for super bikes) From May’12 To Mar 16, Chennai.**

**Designation: spare parts in charge**.

* Responsible For preparing Incoming material (GRN - Goods Receipt Note)
* As per Plan deliver the good Quality product to Customer at the right time
* Part wise cycle count & Rack validation Audit
* Empty Location & Location Accuracy Audit
* Responsible For Posting PDI for outgoing material
* Keeping racks & bins clean for easy checking of location
* Maintaining of spare parts for all four branches
* System wise updating with Yamaha software
* Maintaining location wise and updating in the system
* Parts requirement for planning all branches ordering require parts to Yamaha
* Maintaining parts with intent
* Stock updating for every yearend audit report
* Customer requirement parts very fast moving order placement

Spares for issue FIFO wise

**M/s SyrmatechnologyPvt Ltd, From Sep’10 To Apr’12, Chennai.**

**Designation: Warehouse Supervisor**

* Coordinate incoming and outgoing stock, deliveries and logistics
* Monitor stock levels and carry out periodic stocktakes
* Supervise up to 30 staff members, including preparing weekly rosters and leading taff evaluations.
* Interview prospective employees and train new staff members
* Load containers, pallets and trucks for delivery via road and rail to all states
* Liaise with all parties involved in the import and domestic movements of stock . including AQIS, customs, transport companies and freight forwarders
* Complete paperwork for domestic movements and customs
* Record all stock movement and deliveries in database and prepare regular reports
* Manage warehouse costing, budgeting and forecasting
* Follow up and arrange the domestic shipments.
* Providing the shipping documents and follow up the status.
* Choose and pick up the right shipping forwarders
* Arrange to load and unload the cargo when container comes
* Fill in the bill of lading and shipping mark
* Prepare for the shipments from the warehouse (labeling and shrink-wrapping and palletizing if necessary)
* Inventory check
* Updated the inventory list and shipping schedule every day
* Follow & Teach 5s process,
* Daily & monthly MIS prepared
* Maintain our sys stock &phy stock interact with Customer and supplier end
* Monitoring FIFO violation in daily basis
* Maintain documents & Good house keeping
* Good observer and excellent team player
* Self motivated to work in a highly participative environment

**M/s Schenker Logistics India Pvt Ltd, From Apr 2009 to Aug ’10, Chennai.**

**Designation: Warehouse coordinator**.

* Picks-up product by monitoring production; loading and moving product.
* Stores product by designating storage areas; adjusting storage areas according to production and shipping requirements; updating location database.
* Prepares product for shipment by verifying location; directing movement to staging area; resolving problems.
* Verifies product inventory reports by comparing logs and reports; adjusting entries.
* Documents actions by completing forms, reports, logs, and records; maintaining databases.
* Monitors inventory by completing counts as required.
* Updates job knowledge by participating in educational opportunities.
* Accomplishes distribution and organization mission by completing related results as needed.

**M/s Jabil Ciruit India Pvt Ltd, From Apr’07 to Apr’09, Chennai.**

**Designation: Warehouse Supervisor**

* Making GRN (GRN - Goods Receipt Note) in ERP system for Incoming materials.
* Maintain effective FIFO (First In – First Out) processes
* Dispatch material arrangement as per customer requirements.
* Responsible for Posting PGI for out going material.
* Preparation of Bar code Labels for dispatch Materials.
* Making Material Transfer ( Plant to plant ,Location to location ,Batch to batch )
* Making Issues ( work order pick list , Return ,Expense issues ,Over issues )
* Initial stock posting
* Preparation of Daily report of Critical materials
* Stock & Inventory control.
* FLT and hand truly trainer and AMC Follow up.
* Daily cycle count all HMT materials.
* Cost Saving for ware house Purchase materials.
* RTV – Return to vendor
* Bin creation
* Ensuring the proper storage of material & carrying out physical stock verification and reconciliation.
* Conducting the inventory audit for non production materials; handling material issue to line side based on the request &MRS Approval.

**Personal Data:**

**First Name** : Suthakar

**Last Name** : Manoharan

**Date of Birth** : 28/05/1983

**Sex**  : Male

**Marital status** : Unmarried

**Nationality** : Indian

**Languages** : English, Tamil

**Permanent Address** : F2 First floor

Gangai Nagar

Urapakkam, Chennai- 603 210

I solemnly declare that the above-furnished details are true to the best of my knowledge.

Thanking You,

**Suthakarmanoharan**