

**SIVABALA.G**

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Anna Main Street, Bethaniyapuram

Madurai-625016

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## Personal Profile

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I consider myself to be a sensible, hardworking and conscientious person with good ability to work on my own initiative or as part of a team, I also think I have good common sense and creativity, **Logistics Operations, warehouse, stores, fleet management, transportation**, with more than 7 years hands on Experience.

## Personal Data

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Date of Birth: 11/11/1993

Place of Birth: Madurai

Country of Nationality: Indian

## Education

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Bachelor of Computer Science (Information Technology) Yadava College, Jul, 2014

## Current Employer:

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❖ **Kamalakkannan Transport** - Operation Manager-Logistics – Madurai, August 2019-Present

## Responsibilities:

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- Planning and Managing logistics, Warehouse, Transportation and customer services
- Maintain all bills and records
- Meet with new and old vendors to stable dispatch
- Handling Invoice Generation & E-Waybill Generation
- Handling warehouse Controller
- Handling Staff Maintenance In Warehouse
- Handled Driver and Vehicle Maintances
- Strategically plan and manage logistics, warehouse, transportation and customer service
- Direct, optimize and coordinate full order
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange warehouse, catalogue goods, plan routes and process shipments
- Resolve any arising problems or complaints from customer
- Supervise, and warehouse workforce
- Meet cost, productivity, accuracy and timeliness targets
- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Purchase materials, plan inventory and oversee warehouse efficiency
- Formulate strategic and operational objectives
- Find ways to increase quality of customer service
- Manage budgets and forecasts
- Perform quality controls
- Recruit and supervise staff
- Willing to travel any where
- Tracking the vehicle once reach to our customer end

## Previous Employers

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❖ **Presto Infosolutions Private Limited**- Associate Logistics –Madurai ,August 2018-July 2019

### Responsibilities:

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- Handled warehousing Material in Our Chennai Branch
- Extensive knowledge of logistics, Management operations
- Working with forwarders and Customers to provide the best service.
- To check the invoice copy, Delivery challan, and checking the Material also if any damaged
- To collect the material from warehouse and will checked then delivered to the all exchange office in tamilnadu
- To collect the contact details of JTO and given to the transporter
- To give the detail plan to Engineers and start the installation process at the site
- Travel to all the Exchange office in Tamilnadu
- To ensure the delivery of the Material, will get the signed POD copy from Respective Exchange
- Handle customer's concern and meeting target.
- Experience in procurement
- Excellent coordination skills
- Manage logistics team to guarantee efficient operations
- Present daily statistical report to Customers
- Organized and secured luggage
- Received and sent goods in warehouse
- Material handling in Warehousing and Despatch controlled

## Previous Employers

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❖ **Sun Brush ware Industries** – Logistics Executive –Coimbatore, August 2014- August 2018

### Responsibilities:

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- Plan and Supervise export
- Freight negotiations with Transport Lines
- Transportation arranging
- Handling of documentation during freight processes
- Organize shipments with branch offices, suppliers and customers
- Vehicle tracking and updating the customer on timely basis
- Managing the supply chain and all import & export logistics
- Meeting conformance targets and provide performance reviews
- Developing and maintaining relationships with customers
- Handled Stock Material in Warehouse
- Maintaining Warehouse Operations &Invoices

### Areas of Expertise

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- Planning
- Supervising /Motivating
- Warehouse Controller
- Problem solving/ Designing
- Team management
- Forward thinking

- Job Allocation

### **Professional Training**

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- Successfully completed 3 days of training on Goods and service Tax(GST) in Sundaram Industries Private Ltd, Madurai ( Jun 2017).
- Attended 2 days of training on Dangerous Goods Regulation in Aug 2016

### **Extra-Curricular Interests**

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- Represented in District Level Tournament in Cricket Under – 15 & 17 Category Matches
- Won 1st place in the zonal level tennis competition in the year of 2008, 2009

### **Hobbies**

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- Playing Cricket
- Playing Carrom

Date:

Signature: