

R.RAJESH

LOGISTICS AND WAREHOUSE MANAGEMENT

COIMBATORE, TAMILNADU

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EXPERIENCE

Inventory Coordinator

Oct 2022 to Jun 2024

Aspire Techno Craft, Coimbatore

- Ensured inventory accuracy through audits and cycle counts.
- Managed orders, coordinated with suppliers for timely deliveries.
- Organized storage and ensured safety compliance.
- Generated reports and managed shipments using MS Office.
- Collaborated with teams to update inventory status and resolve discrepancies.
- Achieved 95% on-time delivery and negotiated 10% cost savings.
- Ensured 100% compliance with policies and regulations.

Officer-Dispatch

Nov 2012 to July 2022

MRF Corp. Ltd., Vapocure Paints, Chennai

- Managed end-to-end logistics, ensuring timely deliveries with 98% accuracy and 95% on-time rate.
- Processed invoices/receipts (GRN & PR) via SAP for materials and finished goods.
- Coordinated dispatch using FIFO/FEFO, maintaining 97% inventory accuracy.
- Oversaw inbound/outbound logistics and store activities for finished goods.
- Created sales orders, processed invoices as per customer PO, and prepared E-WAY bills.
- Managed delivery of 500+ products daily, improving delivery success rate by 90%.
- Collected POD for audits and reduced dispatch errors by 25% through SOPs and training.
- Implemented warehouse safety measures and tracked performance metrics for strategic planning.

System Administration

Dec 2009 to Sep 2012

Ambika Institute of Education Society, Bangalore

- Provided administrative support, managing correspondence, scheduling, and travel arrangements.
- Organized filing systems, office supplies, and equipment for efficiency.
- Maintained accurate records for employees, finances, inventory, and payroll.
- Planned and coordinated office events and meetings.
- Assisted with invoicing, expense tracking, and budget management.
- Ensured compliance with health and safety regulations and conducted inspections.
- Implemented and enforced office policies on security, confidentiality, and conduct.

Document (Presentation) Specialist

Sep 2006 to Aug 2009

JPMorgan Chase, Bangalore

- Created engaging PowerPoint presentations with text, visuals, and multimedia.
- Designed slide layouts and templates aligned with brand guidelines.
- Enhanced presentations with transitions/animations without distractions.
- Developed clear data visualizations (charts, graphs, info graphics) for key points.
- Ensured content accuracy, clarity, and grammar for high-quality presentations.
- Managed multiple projects, meeting deadlines.
- Collaborated with teams/clients, incorporating feedback to meet objectives.
- Proficient in PowerPoint, staying updated on trends and best practices.
- Conducted quality checks and resolved technical issues.
- Trained colleagues/clients on PowerPoint best practices.

Quality Controller and Assurance

Jan 2005 to July 2006

Amoeba Publishing Solutions Pvt. Ltd., Coimbatore

- Ensured compliance with industry quality standards and regulations.
- Implemented QA procedures to prevent defects and ensure consistency.
- Converted documents to e-book format using OCR.
- Managed output file delivery to testing teams.
- Collaborated with teams to define presentation requirements.
- Developed quality checking processes, achieving zero error risk.
- Produced MS Excel spread sheets for report maintenance.
- Resolved project issues and escalated when necessary.

Production Operator

Nov 2003 to Sep 2004

X-Design Ventures Pvt. Ltd., Coimbatore

- Documented production information and reported issues to management.
- Converted e-books to PDF using OCR.
- Applied HTML tags using appropriate selection modes.
- Completed testing and converted files for Internet Explorer format.
- Communicated schedule changes and report statuses to the team.
- Sent completed projects to quality control.
- Met tight deadlines to fulfil client and team data needs

SUMMARY

Logistics Management Strategic, results-driven logistics & office management with 18+ years of experience in optimizing supply chains, procurement, and inventory. Expert in advanced logistics technologies, lean methodologies, and process improvement. Proven success in leading teams, supplier collaboration, and achieving cost savings. Skilled in strategic planning, risk management and exceeding performance targets in fast-

STRENGTHS

► Logistics Operations

Experienced in logistics operations and warehouse management

► Problem solving

Strong problem-solving skills with the ability to work in fast-paced environments

► Technical skills

Expert in Microsoft Office and SAP

EDUCATION

► M.Sc. Computer Science - 2004
Bharathiyar University

► B.Sc. Computer Science - 2001
Bharathiyar University

LANGUAGES

ENGLISH	● ● ● ● ●
TAMIL	● ● ● ● ●
MALAYALAM	● ● ●
KANNADA	● ● ●

SKILLS

Master Data Management
Inventory Control
Analytics Reports
Fleet Management
Distribution, Inbound and Outbound,
Reverse Logistics
3PL Logistics
Storage and Operation Planning
Cost Control
Resource Planning
Operational Efficiency
Quality Assurance
Stock keeping and tracking
Material Control
Dispatch Scheduling
GRN, Inward, FIFO
Team Management