

Resume

GODWIN JOSHUA L

91-9750241931

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Carrier Objective

To contribute to the success of the organization with my abilities and the knowledge that has been acquired during my professional carrier by putting in my best efforts in your esteemed organization.

CURRENT PROFILE:

WareHouse Incharge at Associated Road Carriers Limited (ARC) in Coimbatore

From 10 May 2021 to Till.

Key Responsibilities:

- Establishing and maintaining good client relationships.
- Ensuring compliance with relevant policies, procedures and regulations.
- Prior intimation to the customers for exceptional cases.
- MIS provision covering the details status of damage shortage solutions.
- Identifying customer payment problems and ensuring speedy resolutions.
- Handling queries & solves the same on priority basis.
- Controlling sales ledgers to maintain aged debt.
- Dealing with customer queries face to face, over the phone or via e-mail.
- Dealing effectively with a high level of complex debt issues.
- Posting prior notification letters to customers of accounts becoming due.

Other Responsibilities:

- Organizing Pickup & delivery of consignment area wise and priority wise
- Involved in job related to back office, which includes data documentation, maintaining files, records and dealing with correspondence (whenever required).

Work Experience:

Delivery Incharge at Associated Road Carriers Ltd in Coimbatore

From 16 May 2018 to 08 May 2021.

Operations Executive at Associated Road Carriers Limited in Coimbatore

From 10 June 2017 to 15 May 2018

Systems Administrator at Associated Road Carriers Limited in Coimbatore

From 12 Dec 2015 to 09 June 2017

Hardware and Networking Engineer at Computer Solutions in Coimbatore

From 01 May 2013 to 25 Oct 2015

Supervisor – Inventory control

Key Responsibility:

- Inbound & Outbound management
- Inventory control, stock tracking
- Reverse logistics control (Warehousing)
- Audit coordinating
- Fund Management on daily basis for vendors and Fleet
- Maintaining as well as increasing client base. Generating MIS and analysis
- Target / . Achievement Analysis and action plan.
- POD collections & submission
- Timely realization of outstanding
- Inventory control and customer service

Achievements:

- Winner of the Best Employee Award in Feb-2024 at Coimbatore from Associated Road Carriers Ltd.
- Winner of the Best Target Achiever Award in Apr-2019 at Coimbatore from Associated Road Carriers Limited
- Winner of the Best operation Award in Sep-2017 at Coimbatore from Associated Road Carriers Limited

Strengths:

- ✓ Willing to take on new challenges within demanding deadlines.
- ✓ Strong time management and interpersonal skills
- ✓ Extremely organized. Self-motivated, adaptable team player,
- ✓ Strong leadership abilities, positive work ethic. Computer literate.

Academic Profile:

University

- BCA from IEMTS COLLEGE CHENNAI in 2013

Schooling

- H.S.C (XII) from CSI BOYS HIGHER SECONDARY SCHOOL COIMBATORE – 2010
- S.S.L.C (X) from SUGUNA RIP V MATRIC HIGHER SEC SCHOOL CBE – 2008

Personal Details:

Date of Birth : Nov 12,1992
Languages Known : Hindi,English,Tamil
Father's Name : Lawrence F
E-mail : joshua.unicorn@gmail.com
Gender : Male
Marital status : Married
Nationality : Indian
Present Address : 17D,KIRUBAI ILLAM
PALANI GOUNDER STREET,
THILLAI NAGAR,RATHINAPURI,
COIMBATORE-641027

I hereby declare that the information given above is true to best of my knowledge & belief.

Place:

Godwin Joshua L

Date: