

## **RESUME**

Name : MOHANRAJ J  
Mobile : 9626587461  
E-mail : mohanraj.jms@gmail.com

Address :5/606,Sesan Nagar,  
Thalavadi, Erode-638 461.  
Tamil Nadu, India.

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### **Career Objective:**

To work in a meaningful and challenging position that enables me to develop myself as a professional and permits scope for advancement.

### **Work Experience:**

- Worked as a Senior Executive – Dispatch at Milkymist Dairy Food Pvt Ltd – Perundurai. (From December 2023 to May 2024)
- Having Five Years experience as a Sr. Executive Dispatch at Miraj Drymix Pvt Ltd – Perundurai, Erode. (From November 2018 to December 2023)
- Having One Year experience as a Dispatch Executive at Sree Annapoorna Foods- Coimbatore. (From December 2017 to November 2018)
- Having Three and Half years' experience as an Executive – Logistics at EKART Logistics - Coimbatore. (From June 2014 to October 2017)

### **Senior Executive – Dispatch at Milkymist Dairy Food Pvt Ltd – Perundurai.**

#### **Highlights:**

- Route Planning, Vehicle Planning, Dispatch planning.
- Co – Ordinating with sales team for fulfilling the customer needs.
- Reverse Logistics, Crate Management.
- Warehouse Management, Stacking, FGTV, FIFO, LIFO, FEFO.
- Handling Manpower – Pickers, Checkers, Load men, Drivers.
- Stock Audit, Internal Audit, Invoice Verification.

### **Sr.Executive Dispatch: At Miraj Drymix Pvt Ltd – Perundurai, Erode**

#### **Highlights:**

- Dispatch Planning, Co – Ordinating with sales team for efficient Distribution.
- Responsible for Inward (FGTV) and outward of Finished Goods.
- Documentation and Dispatch Process.
- Sharing Daily Dispatch report to Management & Sharing Dispatch Details to Customers.
- Handling Transport Vendors, Loading / Unloading Supervisors, Loading & unloading manpower.
- Internal Audit, Stock Taking – FG, RM, PM, Chemicals, Consumables, Engineering Spares.
- Store – Inward, GRN, CN/DN for Discrepancy in delivered. (PR, RFQ, PO).
- Material Issue As per Production Plan & BOM.
- Co-Ordinate with purchase team for Arranging the material on time.
- Supporting for transportation of Imported RM and Chemicals from the Port.

### **Executive - Logistics: At EKART Logistics – Coimbatore.**

#### **Highlights:**

- Handling of Last Mile Delivery Operations (Like Route Planning, Route Allocation, Rooster Planning, Training).
- Ensuring all Distribution & Logistics activities are carried out as per SOP for achieving expected service level.

**Education & Qualification:**

Course	College/school	Board/University	Year of passing	% scored
MBA	Sasi Creative School of Business	Anna University	2014	65
BBM	Kovai Kalaimagal College of Arts and Science	Bharathiar University	2012	61
HSC	St.Joseph's Higher Secondary School	State	2009	88
SSLC	St.Joseph's Higher Secondary School	State	2007	72

**Academic Project:**

- I done a project in 'A STUDY ON CUSTOMER PERCEPTION OVER SERVICE QUALITY OF ONLINE SHOPPING SITES AT DESPACHO SOFTWARE SERVICES LTD' – Coimbatore
- I done a project "Effectiveness of Training in an organization" in Aravind Garments-Karur.
- I undergone a internship program at ROOTS INDUSTRIES INDIA LTD- Coimbatore.

**Awards & Achievements:**

- School topper in HSC Examination.
- Won a second place in Business Quiz competition conducted by Karpagam University.

**Software Proficiency:**

- MS-Office
- SAP MM & SD

**Extracurricular Activities:**

- Lead the college cultural-fest – "KALPANA".
- NSS
- Active Member of "NGO" named "ALL IS WELL" – Active Blood Donor

**Languages Known:**

- Tamil – Read, Write & Speak
- English – Read, Write & Speak
- Kannada – Speak
- Hindi – Speak

**Personal Information:**

Father's Name : Jothiraj.N  
Date of Birth : 11-May-1992  
Marital Status : Single

**Declaration:-**

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

Place:

Date:

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Name