

SENTHIL KUMAR

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Professional Summary

Efficiently oversee Warehouse, Supply Chain and Logistics Operations to meet continuous internal and customer needs. Have gained rich experience in varied industries like Engineering, Manufacturing, Construction, Telecom, IT, Oil & Gas, Electronics, Fire & Security System, MEP, Health Care, Building Materials with over 15+ years of demonstrated experience and strong knowledge and leadership abilities. Well-coordinated and decisive leader expertise in program management, team building and performance optimization. Successful in meticulously managing logistics, planning employ schedules and communicating with other Departments to provide smooth business operations. Talented in monitoring and replenish inventory stock based on consumer demand and sales forecasting. Works well independently and as part of a team

Skills

- Warehouse Management System
- Logistics & Supply Chain Management
- 3PL Operation & Inventory Management
- Project & Last Mile Delivery
- Leadership, Team Working and Time Management
- Strong sense of time Organization and Customer Focus
- Stock and Cost Control
- Distribution, Training Employees
- Strong Interpersonal and Communication Skills
- Outstanding Analytical, Problem Solving and Organizational Skills
- WMS, ERP, SAP, DMS and MS Office

Experience

Senior Warehouse & Logistics Executive

Bahwan Logistics LLC, Suhail Bahwan Group Holding | Muscat, Oman | Sep 2010 – Sep 2020 |

- Organize and direct Operations work flow and job responsibilities within the Central Warehouse to ensure effective management of receipt, storage, picking, packing, palletizing, loading, and shipping of products to customer.
- Generate ASN, GRN, RV for inbound shipments and ensure the items are verified and put away to the correct bin location as per respective product category zones & areas

- Generate Pick sheets, DN, Invoice, Customs documents for local & export deliveries, ensure that correct item are picked and packed as per customer requirements are met
- Conduct inventory control through cyclical stock counts and maintain stock integrity and through this, to ensure that stock integrity is maintained in line with WMS
- Ensure and monitoring that B2B, B2C deliveries are done on time and ensure FIFO, LIFO, FEFO rules are followed during the receipts & issues
- Responsible for making sure that adequate space, manpower, machineries, Tools, packing materials are assigned for loading & offloading activities
- Ensure and regularly monitoring that Temperature Control materials, Fragile and Hazard goods are stored properly and plan future capacity requirements
- Ensures adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control for easy retrieval
- Preparing slow moving, absolute inventory, stock dispose / destruction reports monthly
- Prepare the delivery schedule within extreme time constraint, physically checking on outbound materials and ensure delivery period within the stipulated time
- Responsible for arrange and maintain transportation strategies to ensure timely delivery to Project sites
- Responsible for conduct the Third Party Inspection and obtain necessary approval for the applicable deliveries
- Liaising with Operation Manager for continuous improvement process and advising of new Machines & Techniques to increase the productivity of warehouse
- Managing and assigning current manpower of all warehouses and floating them around as per requirements and Oversee the planned maintenance of vehicles, machinery and equipment
- Ensure that expected staff productivity standards are met and maintained within the agreed KPI's and Training staffs on the company's operating procedure in Warehouse & Logistics activities
- Responsible for managing warehouse employees leave plan and monthly confirmation of attendance & OT to HR
- Implements Security and Quality, Health, Safety and Environment (QHSE) policies and procedure to ensure that the quality standards and requirements are complied with
- Leading a team of 4 Team leaders and 40 Warehouse Assistants
- Coordinate with vendors, freight forwarding and clearing agent for obtain the shipment on time
- Maintain warehouse staffs job results by coaching, counselling and disciplining employees; planning, monitoring, and appraising job results
- Complies with all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner
- Work with Operation Manager on the operations budgets and be accountable for meeting the established budget for applicable areas
- Coordinate with ISO, Internal, External Audit team for physical verification of inventory and documents
- Coordinate with Sales & Projects team leaders to review procedures & maximise customer satisfaction

Warehouse In charge

Muna Noor Manufacturing & Trading LLC | Muscat, Oman | June 2008 – July 2010 |

- Responsible for all Warehouse activities including receiving, dispatching materials and equipment, deliveries, managing stock count process for inbound and outbound shipments. Direct supervise to ensure procedures are followed such as product is correct by count and item code; ensure checks for damage, infestation, shelf life and temperature are completed upon receipt and review the labelling, putting away of product and documentation is completed accurately and in a timely manner
- Generate the documents for local and export delivery, product picking & packing, dispatching
- Inspect on receiving materials and ensure to storage the same to the bin location with proper identification
- Responsible for generating GRN, and RV and costing for the inbound materials
- Manage, monitor and maintain proper inventory records of the movement of goods In and Out of the Warehouse
- Manage warehouse resources to receive in-bound raw and packaging materials, stored finished goods and raw materials
- Correspondence with suppliers for any discrepancy in the material quality and quantity
- Responsible for Transportation arrangement and materials dispatch to customers against delivery instruction received from sales team
- Inspect on customers returned materials and ensure to take them back into stock after obtain necessary approval
- Ensure stock levels are managed and controlled effectively
- Responsible for materials dispatch to other branch's against requisitions
- Prepare materials stock level list, weekly order booked list, production plan
- Responsible for prepare Raw material consumption reports, production reports, Sales Analysis & Realization reports and forward to the production team and Logistics Manager
- Identify the damaged goods and forwarded the list to Production Manager Approval for Recycle or scrap
- Implement and follow Warehouse procedures in accordance with company policies and procedures and ensure the efficient and safe operation of all material handling equipment and responsible for the warehouse security and accountability
- Ensure safe working conditions including properly training employees on proper safety methods
- Maintain a clean, neat, and orderly work area and assisted in maintaining the security and safety of the warehouse
- Develop and executed weekly shipping schedules in coordination with Production team and logistics personnel
- Maintain Warehouse Inward and Outward shipment documents

Store Keeper (Engineering & Maintenance Dept, Khoula Hospital - MOH)

Oman Shapoorji Construction Co LLC | Muscat, Oman | Jan 2005 – Apr 2008 |

- Receiving Materials, physically checking as per Purchase order and arrange to storage the same as location wise with proper identification.
- Prepare the Material Receipt Vouchers, Goods Certificates and forwarded to the Department Engineer, Hospital Engineer and Material Management & Quality Section Approval
- Issue the materials to maintenance dept against requisition as approved by dept Engineer
- Responsible for generating materials stock order requisitions and maintain the stock level
- Coordinate with project QA/QC Engineers to verify all the delivering Engineered materials are as per project approved technical materials submittals
- Responsible for maintain and issue the Tools and Machineries to maintenance dept against site Engineer requested.
- Responsible for preparing Quotation Comparison Reports, Tender Documents and forward the same to the Hospital Engineer and purchase dept for approval
- Responsible for generating stores relevant reports like material consumption, procurement, return and etc for monthly, quarterly, half yearly, & annual and forward to the Hospital Engineer and Head of purchase dept
- Prepare the material consumables list for the agreements between Ministry of Health and vendors and forward the same to the purchase dept.
- Prepare the company staffs & laborers attendance, overtime reports & Handled site Petty Cash
- Maintain stores inwards and outwards shipments documents.

Education

MBA (Logistics & Supply Chain Management)

B.Sc (Mathematics)

Diploma in MS office, Internet Applications & ERP System

Personal Details

Date of Birth: 04th March, 1982

Sex: Male

Languages Known: English, Hindi, Tamil, Malayalam & Arabic

Nationality: Indian

Marital Status: Married