

SIVA G.A

Branch Manager at Deccan Logistics Chennai

Total Years of Experience: 18 Years

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My Objective:

An enthusiastic individual looking for an opportunity to join your team as a Warehouse Worker where I can apply my strong organizational skills and attention to detail.

EXPERIENCE IN WAREHOUSE & TRANSPORTATION

Branch Manager – Deccan Logistics, Chennai (Sep 2022 – Jan 2023)

- Import-Export Movements.
- Arranging Vehicles towards to planning of the day.
- Driver's allocation for the day-to-day planning. Form-13 and empty bond validity will follow up closely.
- Receives edits, verifies, and coordinates information on shipments with production scheduling, warehouse shipping, and customer service departments.
- Completes end of month billing to customers by manages current client base.
- Resolves inventory allocation problems by monitoring finished goods, anticipating needs and placing and expediting inventory replenishment.
- Verifying receipt of inventory, reconciling transaction reports and manages current client base.

Operations Manager – Chakiat Agencies, Both Chennai & Vizag (March 2018 – Sep 2022)

- Managed a large team of direct reports comprising six depot managers, six assistant managers, six administration staff and 92 drivers.
- Ensured correct allocation of resources to meet delivery schedules
- Maintained operational performance according to set KPIs and budgetary requirements
- Liaised with Government and regulatory bodies to ensure that compliance and regulatory standards were up-to-date
- Resolves inventory allocation problems by monitoring finished goods, anticipating needs and placing and expediting inventory replenishment.
- Verifying receipt of inventory, reconciling transaction reports and manages current client base.
- Organized and integrated the daily workflow process across multiple positions to a standard. Wrote desk top procedures for daily processes.
- Assisted in the development phase for the upgrade to the computer system.
- Insured all documentation for export/import has been properly processed for compliance.

- Handled with Repairs & Maintenance Management, Fuel Management Billing Process, and vendor procurement, Sales Order, Deliveries, Collection Deposits, Expenses Accounting, Inventory Management, Transit Damage, Insurance of Trade Schemes, Accounts Reconciliation, Statutory Compliances, Statutory Records and Fixed Assets Maintenance.
- Follow up With Dealer, Distributor and Service Franchisees outstanding.
- Accounting Activities of all transactions and payments to vendors and staffs.
- Co-ordination with sales team for billing, collection, outstanding.
- Working experience in fully computerized environment.
- Ensure that no vehicle is waiting for load from Chennai or at other places waiting for return load for Chennai.
- Monitor the Diesel usage on a daily basis.
- Monitor the en-route expenses on a daily basis. Should personally sign each Trip Sheet.
- Daily tracking on En- route expenses to bring down by at least 5% every month and maintain the reduced rates constant.
- Zero Accident
- Zero Damages and transit pilferage/shortages
- Effective and profitable asset utilization.
- Organize market loads for Chennai Fleet Centre vehicles
- Managing and coordinating with RTO/Licensing /Police agencies for Registrations/renewals/fitness certificates/Insurance/Emissions etc...
- To be responsible for drivers' and helpers' discipline and safe norms for working
- Monitoring of fuel consumption.

Deputy Manager – Triway Container Freight Station, Chennai (March 2012 – March 2018)

- Organised and supervised working in an environment where accuracy, efficiency and safety are of paramount importance
- Responsible for 18 regular staff and agency staff when necessary, dealing with over 4,500 pallets of freight daily
- Preparation of goods inwards/outwards documentation using SAP
- Checked orders to ensure correct deliveries
- Resolved customer and supplier queries over the telephone
- Responsible for induction and training of new staff
- Liaised with Charge-hands and other Shift Supervisors and Management
- Checked that vehicles are safe to use
- Monitored of safety equipment
- Loaded and unloaded freight using FLT's
- Operated reach and counterbalance FLT's
- Led a team of four operatives
- Oversaw goods inwards/outwards procedures
- Gained and maintained knowledge of appropriate Health and Safety guidelines and ensured rules were adhered to by all staff
- Demonstrated commitment by maximising skills and knowledge, leading to promotion, first to Charge-hand, then to Supervisor.

Asst Manager – Isssdb Security Services Pvt Ltd (Transport Division) – July 2005 to Jan 2012

Fleet owners/Hired Vendors

- Set up and price negotiations/SLA's (Service Level Agreements) with the vendors (Hired Vehicles, Leased vehicle) and trucking companies and Fleet Owners.
- Cooperation with Domestic Operations Handling Team
- Keeps a close contact to operational teams who are internal customers of the overland department and ensure smooth internal accounting and operational processes. Close cooperation with other business fields.

Analysis of success and failure

ACHIEVEMENTS:

GPS/GPRS:

- Monitoring the lease and rental vehicle by GPS/GPRS system.
 - Schedule maintenance prepares management report on fuel consumption, daily mileage and driver behaviour.
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Academic Qualification

Bsc Computer Science - Jaya Arts & Science college, Chennai

November 2004 with 58%

Software Skills

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Throttle Software - Warehouse Management System (Triway Group)
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Language Skill

Tamil	Read	Write	Speak
Hindi	Read	Write	Speak
Telugu	-	-	Speak
English	Read	Write	Speak

Personal Information

- Date of Birth - 15th Aug 1981
- Father Name – G. Apparao
- Mother's Name – G. Nagamani
- Marital status – Married
- Mother Tongue - Telugu
- Nationality – Indian