

CURRICULAM

SATISH KUMAR

Plot no-191

Sec-34, Golf Link

Distt:- Karnal(Haryana)

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CARRIER OBJECTIVE:-

To pursue a carrier in the field of Materials & Logistics Management in an Organization which provides a challenging work environment and allows me to grow both professionally and as an individual.

WORK EXPERIENCE:-

1. From May 2007 to till date working in **Carrier Airconditioning & Refrigeration Ltd.** as logistics (dispatch) coordinator. Carrier Airconditioning & Refrigeration Ltd. is world's no.1 in air-conditioning.

Job Responsibility:-

- * Handle all Dispatch activity like: Invoicing, fleet managing & daily Dispatch according to plan.
- * Correspondence with Branches for material indenting dispatch and vehicle follow up.
- * Follow-up with Courier tracking on time deliveries of material, MIS follow-up,
- * Arranging vehicles for primary movement. Route planning, vehicle calculation for secondary movement
- * Location wise material dispatch planning based on daily production plan.
- * Cardinals Rules of Environment Health & Safety followed.
- * Manpower cost control in factory warehouse.
- * FIFO system control.
- * Monthly & Quarterly Physical inventory counting & adjustment done.
- * Working in SAP R/3 program which is all transaction and Movement of Dispatch & Production activity from 2001 to onwards
- * Spare parts material issued from store, packaging & dispatch.
- * Dispatch the Fire & Security cylinder to customer order wise.
- * Daily Dispatch and delivery of material update in SAP.

KEY COMPETENCIES AND SKILLS

- * Dispatch planning
- * Warehousing
- * Process improvement
- * Delivery management
- * Generate Sale Invoice & E-Way Bill

Projects:- FIRE & SECURITY

We have successfully dispatch F&S cylinders to our customer as:- Honey well, Chub-Alba, Agnic fire, Fire Hut security, Reliance and others.

2. From May 2005 to April 2007 working in **OM LOGISTICS LTD** an ISO 9001-2000 certified company at Manesar as a Logistics , Booking & Delivery executive providing all logistics activities to various parties like (Kehinfie Pvt. Ltd., Pricol Ltd., Pavna Auto, Bcl Springs, Ucal Auto, Enkei Castalloy, Star engg., 3M India & Bosch chassis)

Job Responsibility:-

- * IT working: Making Challans, consignment note, Daily Delivery Reports etc...
- * Booking of consignments.

ACADAMIC QUALIFICATION:-

Graduation (B.A) from KUK UNIVERSITY in session 2002-05

COMPUTER SKILLS:-

Platform: Windows Basic Programing , SAP R/3
Package: MS Office 97,excel
TALLY;- 4.5,5.4,6.3
Typing :- 30 w.p.m(english)

STRENGTH:-

Hard working, Positive attitude, work independently & supporting nature

PERSONAL DETAILS:-

Marital Status:	Married
Father's name	Sh. Mohan Lal
Date of Birth	2 April 1983
Nationality	Indian
languages Known	English, Hindi
Hobby	Reading Books
Salary Expect	Negotiable

I hereby declare that all the statement made in resume is true and correct to the best of my Knowledge and belief.

Signature
(Satish Kumar)