

CURRICULUM VITAE



Ashok Kumar

Presently working as General Manager in a Freight Forwarding Company and International Courier company at Ernakulum-Cochin-Kerala-India

Key Performance Areas:--

Sales, Office Administration, Marketing Freight Forwarding, Branch management, Logistics, Supply Chain Management, CHA, Warehousing, Accounting, Import & Export (As per Indian Law), **Commercial Manager and Other Commercial Areas.**

Excellent Coordinator, Manager and a Communicator.

PERSONAL SUMMARY:-

A results driven, self-motivated and resourceful Sales/logistics/Branch manager who is also a practical hand on operator and has a track record of contributing to the overall growth strategy of an organization. Having a proven ability to ensure first class delivery to the customer base, and experience of working with general merchandise and supply chains / distribution networks.

Can work in any area under any environment.

Now looking forward to make a significant contribution in a company that offers a genuine opportunity for progression.

Having overall responsibility for the Sakes/logistics function and the dispatch planning activities. Driving accuracy, productivity and performance to a new level by efficiently managing the logistics functions.

SALES :-

Over all responsible for business development of a any Branch/Company and fully responsible for achieving the targeted Gross Profit and Sales.

MAJOR RESPONSIBILITIES AS BRANCH MANAGER/SALES MANAGER :-

Overall responsible for all Branch Operations including Sales..

- **Responsible for handling corporate key clients in Kerala, Chennai for their imports and exports through air & sea**
- **Day to day interaction with International counterparts for the smooth Functioning.**
- **Active participation in the tenders for International Logistics by State Govt and big corporate houses.**
- **Identified market potential, tracked competitor activities and planned business strategies accordingly.**
- **Monitoring customer feedback and customer satisfaction.**
- **Branch Management**
- **Attend all customer complaints within no time.**
- **100% Collection of Revenue within the Specified Credit period.**
- **100% Collection of TDS certificates.**
- **MIS reports to Head Office and Corporate office.**
- **Oversee the day-to-day operations of the company and be responsible for the bottom line**
- **Understanding of various verticals of logistics industry i.e. Freight forwarding, Project cargo, bulk & break bulk, Multi model transportation, warehousing & reverse logistics CHA Operations**
- **Cross functional exposure viz. Business development, finance, operations and customer support.**
- **Working as a Team Leader with the responsibility to develop customers for exports & imports**
- **Interaction with shippers, shipping lines, logistics companies and Transporters on day to day basis**
- **Responsible for Branch P&L in profit maximization incl. overheads, supplier costs.**
- **Responsible for developing strategic action plans for key accounts and strives in achieving them**
- **Staff development & Training**

OTHER MAJOR AREAS:

OVERALL BRANCH MANAGEMET

- **Fully responsible for Planning and scheduling the delivery of goods and cargoes.**

- Responsible for managing the loading of vehicles, completed stock and load bay areas.
- Identifying & delivering operational cost reduction and cost avoidance initiatives.
- Making sure that project deadlines are met.
- Responsible for a team of over 05 staff.
- Completing and filing compliance documentation for import, export and supply chain security.
- Ensuring that all set targets are achieved.
- Negotiating the services of 3rd Party Carriers, Couriers and Haulage Companies.
- Managing supplier delivery performance and maintain supplier contracts.
- Negotiating pricing with local carriers.
- Visiting various company sites/warehouses regularly.
- Cost management and reporting.
- Development of the logistics supply base.
- Supporting other departments within the company.
- Identifying key transport cost to drivers.
- Managing import and export via external distribution teams.
- Managing all supply chain activities.
- Taking into account capacity and planning ahead accordingly.
- Developing robust processes & policies.
- Implementing new processes and procedures.
- Monthly reports to the Management.

KEY COMPETENCIES AND SKILLS

- In-depth knowledge in Sales/Logistic/BRANCH MANAGEMENT
- Rules and Regulations pertains to IMPORT & EXPORT AS PER INDIAN LAW
- Logistics planning
- Warehousing
- Process improvement
- Delivery management
- Profit & Loss monitoring
- Distribution
- Customer service
- Commercial negotiation
- Managing budgets
- Controlling the Bonded Ware house

Other Competencies

- Experience in Transport Management.
- Ability to manage a number of projects and initiatives simultaneously.

- Excellent knowledge of Computer
- Proficient with ERP and Tally systems.
- Planning and Supply Chain management experience.
- Extensive knowledge of the freight and transport industries.
- Effective time management skills with the ability to prioritize.
- Able to use route planning and scheduling software.
- Saved Significant Transport Cost to the Present Company.

WARE HOUSING :-

The major responsibilities I have under taken were as follows:-

- Coordinate of Incoming and Outgoing stock and deliveries.
- Monitor Stock level and carry out period stock taking.
- Control of Finished Goods Bonded Ware house and Customs Bonded Warehouse.
- Supervise to Load Containers, Pallets and Trucks for delivery via Road, Rail and Ship.
- Liaise with all parties involved in the area of Import, Export, domestic movements of stock including Customs, Excise, Transport Companies, Freight Forwarders, Shipping Line and Courier Companies.
- Managing the completion of requisite documents for domestic sale and Export viz. Preparation of Invoices, Packing List etc.
- Record all stock movement and deliveries in Computer and prepare regular records.
- Manage ware house costing, budgeting and forecasting.
- Experience with container loading/unloading, receipt/dispatch, safe operation of forklifts, checks and training and manual handling aids.
- Coordinating racking and storing.
- Maintaining high standards of materials handling.
- Ensuring stock levels are managed and controlled effectively.
- Responsible for the warehouse security and accountability.
- Ensuring compliance with all Health and Safety regulations.
- Visiting clients to monitor the quality of service they are receiving.
- Updating & maintaining computerized & paper based administrative records.
- Producing incident and performance reports for Senior Managers.
- In depth knowledge of the documentation relating to Ware housing i.e Preparation GRN (Goods receipt Note), MRN (Material receipt Note) etc.

ACCOUNTING AND BANKING BACKGROUND:-

- Preparation and Updating of all types of Vouchers in ERP or Tally System
- Preparation of Cash Flow Statements

- Liaise with Banks
- Open Letter of Credit with Banks and their needful follow ups.
- Follow up for preparation of Bank Guarantee
- Preparation of Bank Realization Certificates
- Reconciliation of Bank Accounts with Company Accounts
- Follow up for payment for Import Customers.
- Regular follow up for Export payments
- Cash handling
- Bill passing
- Preparation and distribution of Salaries to approximate 300 employees.
- Reconciliation of Party's accounts.
- Liaise with Insurance Company and financial Institutions
- Attending and assisting for Internal Auditing, Tax Auditing and Government Agency Auditing.

HR AND OFFICE ADMINISTRATION BACKGROUND:-

- Working knowledge in Human Resources and Administrative Areas.
- Setting up and maintaining a employee's personnel files
- Liaison with Labour Department
- Arranging Interviews
- Arranging meeting for Inter personal Departments.
- Working knowledge in the Time Office Area
- Canteen Management
- Management of Security Systems
- Preparing and issuing employment contracts to new employees
- Making sure that all employee records are accurate and well maintained.
- Organizing induction ceremonies and training for new staff.
- Updating both manual and electronic personnel records when a employees personal details change.
- Finalizing paperwork for when a member of staff leaves employment.
- Experience of working with and handling confidential data
- Updating Leave records of Employees

OTHER PERSONAL INFORMATIONS:-

Marital Status : Married
Family Back Ground : Wife and One Daughter.
Educational Qualifications : B.Com & MBA – International Business.

Professional Qualification : Diploma in Computer Applications
Date of birth : 31-5-1964

Passport : Valid Indian Passport
Driving Licence : Valid Indian Driving License.
E mail IDs : pkashok2001@gmail.com
Present Contact No. : +919744469368
Languages Known : English, Hindi, Malayalam, Punjabi.

Experience

Worked as a **Commercial Supervisor** in an Indo German Pharmaceutical Company in Punjab for approximate 10 Years. I was reporting to Senior Manager-Materials.

Worked in an MNC of Automotive Manufacturing Company as an **Assistant Manager – Commercial** for approximate 11 years. This Company is a manufacturer and exporters to OEM like, Volvo, Porsche, Daimler Chrysler (Mercedes Benz), Audi and was reporting to Dy. General Manager-Commercial.

Worked as **Head- Logistic & Commercial (Sr. Manager)** in a US based Automotive Liaison Company located at Chandigarh - India and Head office at Valencia-Los Angeles-US and Reporting to General Manager-Operations for 1-1/2 years.

Worked with a German based Freight Forwarding Company as **Branch Manager** for app. 2 years based at Chandigarh and reporting to General Manager.

Worked as a **Branch Manager** of a Big Corporate Giant having a turn over for more than Rs. 1500 Crore at their Cochin Office for about 1 Year at their Cochin Branch Kerala and was reporting to Director.

Worked as **Sales Manager** in a Freight Forwarding Company, located at Cochin-Kerala for about 2 years

Presently working as General Manager in a Freight forwarding and International courier company in Cochin kerala since last app. 2 ½ Years. Worked in Dubai for app. 3 months For the same company

(Ashok Kumar)

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