

BALAJI S

ASSISTANT MANAGER
LOGISTICS

Contact : +91 7200451409

Email: balajisoundar1969@gmail.com

DOB: 16-04-1969

Current income: 5,88,000 LPA

PROFILE

Hardworking and dedicated Assistance Logistics Manager with 15 years of experience in the logistics industry. Adept at identifying and solving logistical problems, managing inventory, payments and invoicing related to warehousing and logistics and a problem-solving Logistics Manager knowledgeable in freight cost negotiations with a strong coordination skill.

EXPERIENCE

- **ASSISTANT LOGISTICS MANAGER**
Eriez Magnetics India Pvt Ltd
2007 - 2022
Chennai, India
- **EXCISE AND SALES TAX OFFICER**
All Fab Engineers
2005 – 2007
Chennai, India
- **ACCOUNTS EXECUTIVE**
Viveks
2001 - 2005
Chennai, India
- **PURCHASE AND ACCOUNTS**
CP Enterprises
1997 - 2001
Chennai, India
- **PLANT AND DISPATCH SUPERVISOR**
Ultramarine & Pigments Ltd.
1991 - 1997
Chennai, India

EDUCATION

- **MASTER OF ARTS**
Arignar Anna Government Arts College
1996 - 1998
- **BACHELOR OF ARTS**
Arignar Anna Government Arts College
1988 - 1991

SKILLS

- *Domestic and International freight management*
- *Managing the company's entire logistics operations through land, sea and air freight-includes organizing and comparing quotations*
- *Managing and assist on insurance claims*
- *Checking and authorize bank documents submitted under LC/ CAD.*
- *Maintain records of sales and logistical transactions*
- *Preparations of Local E invoice, Export Invoice, packing list and E-way bills*
- *Organize due diligence, approve and maintain contracts for both buying and selling*
- *Negotiation of freight rates with shipping lines, airlines, overseas agents, transportation and forwarding companies for all imports, exports and cross trade shipments executed by land, sea and air*
- *Check and approve documents for Chamber of Commerce which includes attestations and legalizations from various embassies*
- *Organize global warehousing and storage facilities as per company requirement. Manage inventory approvals related to cargo releases, payments and invoicing related to warehousing, storage and cargo*
- *Generates third party quotes and organize inspections*
- *Follow-up with vendors relating to all matters concerning shipments*
- *Warehouse Management*
- *Can handle Packing and managing heavy machinery*
- *Basic packaging specification management, including checking the quality of products*