

CURRICULUM VITAE



Present Address:

V. Alagu Guruvel
128 A, North Street,
Kundalapatti, Nilakkottai ,
Dindigul-624219

Mail ID: guruvel123@gmail.com

Mobile No: 87783 63993

OBJECTIVE:

- I wish to work in a creative and challenging environment where there is scope for upgrading my skills and knowledge and where I can take active part in the growth of organization.
- Wish to accept challenges and to convert them into growth opportunities.
- Love to work as a team.

Resume Summary:

Industries	-	Auto Mobile Industry, Customs & Logistics, CHA
Job Specialization	-	Operation
Area of Specialization	-	Inventory/Purchase/Customs & Logistics /Materials
Overall Experience	-	19 Years
Academic Qualification	-	B. Com, P.G.D.F.T, D.C.A, M.B.A

Professional Experience

(1) Illumin8 Blinds India Pvt. Ltd.,

- | | |
|------------------------------|---------------------------------------|
| • Designation | : Manager Logistics (Import & Export) |
| • Period of Experience | : 2024 Feb to Till Date |
| • Key Account Responsibility | : Overall operation. |

(2) International Agricultural Processing Private Limited.,

- | | |
|------------------------------|-------------------------------------|
| • Designation | : Warehouse & Logistics – In charge |
| • Period of Experience | : 2022 Jan to 2024 Jan |
| • Key Account Responsibility | : Warehouse -operation |

(3) Damani Shipping Pvt. Ltd.,

- | | |
|------------------------------|--|
| • Designation | : Manager -Operation (Import & Export Logistics) |
| • Period of Experience | : Sep-2020 to Aug-2021 |
| • Key Account Responsibility | : Overall operation. |

(4) Jaiico

- **Designation** : Manager -Operation (Import &Export Logistics)
- **Period of Experience** : Dec-2019 to Apr-2020
- **Key Account Responsibility** : Overall operation.

(5) Dragon Express Freight Pvt. Ltd.

- **Designation** : Manager -Operation (Import &Export Logistics)
- **Period of Experience** : Sep-2017 to Apr-19
- **Key Account Responsibility** : Overall operation.

(6) Kerry Indev logistics Private Limited

- **Designation** : Asst. Manager (Import &Export Logistics)-operation
- **Period of Experience** : Oct 2007 to Sep-17
- **Key Account Responsibility** : Overall operation

Job profile:

IMPORT:

- Single point of contact between Ford & Indev for Sea Cargo Movement.
- Ensure customers are handled with patience, customer service attitude and being available at any time.
- Follow-up with various agents (Intermediaries for cargo operators) appointed/nominated by our major customer and acting as a communication center.
- Maintaining Daily status Report & DEPB, FPS, FMS Licence Statement, Filing BOE (Visual Impex)
- Co-ordinate with all concern team BOE filing, customs tariff Heading verification and customs assessment and CFS Inspection after completing to take the delivery from CFS to Customer end based on customer requirement, and time to time follow up with transportation team.
- Frequent follow-up and updating the customer on shipment/clearance/delivery status on a day-to-day basis.
- Handling customer service requests starting from shipment initialization, execution, follow up and updating the customer with positive result. In higher responsibility to act as a representative of handling all types of complaints from the end-to-end service.
- Ensuring customer expectation is met with utmost priority and measuring most of the complaints and trying to put best efforts to resolve the complaints to meet the customer satisfaction.
- Payment follow-up with respective service owners and ensure profits are brought into the organization within stipulated time.
- Bill of entry copies submission. (Duplicate & Triplicate)

- Duty Arrangement. (E-payment)
- Organizing KPI review meeting with client & HO.
- To Receive IRF (Import Request Form) from Customer of Machineries Customs Clearance.
- Project Closure (To arrange chartered Engineer certificate & central Excise certificate after Inspection at Plant) and submission of project documents at customs End.

EXPORT:

- To Receive Export Request from Requester and verify each line item.
- To Explain Requester what are the documents required to execute the Shipments.
- Co-Ordinate with the requesters for necessary documents for all shipments
- Physically load the shipment on the truck on co-ordination with Material Handling Dept.
- Sending the shipping documents (Invoice/Packing List/SWB) to C&L, CHA, Freight Forwarder & requesters for SEA Shipments
- Daily Tracking/Maintenance of Sea Export Tracker for all Plant Sea Export related shipments.
- To file the Export Certificate wherever obtained & provide the same to import team when required.
- EP Copies & EC Copies Submission to customer End.
- CFS to Customer end based on customer requirement, and time to time follow up with transportation team.
- To follow up the container movement from port to CFS and CFS to customer end.

Company Overview: The Group of Company, one of the best (CHA) Clearing and Forwarding Company.

(7) IP Softcom (India) Pvt.Limited,

- **Department** : Materials & Logistics
- **Designation** : Asst.Executive (Warehouse &Logistics)
- **Period of Experience** : 2006 Aug to Oct 2007
- **Key Account Responsibility** : Materials & Logistics
- **Job Profile:**

Inventory & logistics management, monitoring the internal operational activities, Provide the functional support to all the departments.

Key responsibilities:

- Arrange the transportation to send the material to customer and follow up the transportation time to deliver the material in customer End.
- Inventory Management. (Daily, Weekly & Monthly Report)
- Preparing Invoice.

Company Overview: One of the Microsoft Authorized replicators.

(8) Schefenacker Motherson Limited,

- **Department** : Materials
- **Designation** : Supervisor (Stores)
- **Period of Experience** : Jan 2003 to Aug 2007.
- **Key Account Responsibility** : Stores & Production.

Job Profile:

Inventory & Production management, monitoring the internal operational activities, Provide the functional support to all the departments.

Key responsibilities:

- Receiving the materials from supplier after Quality checking and verify the quantity.
- Making GRN.
- Move the materials from Incoming area to main Store.
- Maintaining the BIN CARD.
- Inventory & Production management, monitoring the internal operational activities, Provide the functional support to all the departments.

Company Overview: Vendor of Hyundai & Ford, Rearview Mirror Assy. Manufacturer (MNC)

(9) Ashok Dying Company

- **Department** : Materials
- **Designation** : Asst.Stores
- **Period of Experience** : 2001 Sep-2002 Dec
- **Key Account Responsibility** : Stores & Production.

Technical Qualification and Computer Skills

- Course Profile: MS Word, MS Excel, MS Power Point, MS Windows 2007-10
- Working knowledge on Type writing

Education & Training:

2000-2003	- Madurai Kamaraj University	- Bachelor of commerce
2007-2008	- Annamalai University	- P.G.Diploma in Foreign Trade
2005	- BDPS Software Ltd.,	- Diploma in Computer Application.
1998-1999	- Govt.Hr.Sec.School	- HSC
1996-1997	- Govt.Hr. Sec.School	- SSLC
At present	- Annamalai University	- M.B.A

PROGRAMES UNDERGONE:

- DBK-DOSAKAI on QC Tools.
- DBK-DOSAKAI on Visual factory.
- Entrepreneurship Training program.
- Program on 5S.
- Program on ISO-9001 and its Awareness.
- Total Quality Management (TQM).
- First Aid Program.

PERSONEL INFORMATION:

NAME : V.Alagu Guruvel.

FATHER'S NAME : S.A.Vellai Samy.

DATE OF BIRTH : 30-07-1981

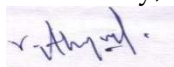
MARITAL STATUS : Married

NATIONALITY : Indian

LANGUAGES KNOWN : English, Tamil & Telugu

I hereby declare that the above information is true to the best of my knowledge.

Yours truly,



V.Alagu Guruvel.