



Santhosh Rajangam

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Professional Summary

Logistics and Supply Chain Coordinator, Inventory Controller, and Purchase Manager with over 11 years of expertise. Goal is to secure a leadership role to leverage skills, capabilities, and achievements. Committed to surpassing high standards of professionalism and delivering exceptional service. Dedicated to contributing to organizational excellence and growth to drive success.

Skills

- PRICE NEGOTIATIONS
- COMPARISON & SUMMARIZE
- NEW VENDOR INTRODUCTION
- QUOTE COLLECTION & FINALIZE PROCESS
- PURCHASE AND WORK ORDER PROCESS
- LPO CREDIT TERMS
- AMC CONTRACT FOR MACHINERY & PEST CONTROL
- ABC STANDARDS FOR QUOTE SELECTION
- REGULAR STOCK AUDIT
- INVENTORY CONTROL
- BUYING COST CONTROL
- NEGOTIATE ADVANCE PAYMENT BUYING SYSTEM
- VENDOR WISE PO/ WO ORDERS TRACKING
- PREPARE SUPPLIER WISE WEEKLY DELIVERY SCHEDULE
- MONTHLY REQUIREMENTS SUMMARIZE & PO PROCESS
- REGULAR MATERIALS MAINTAIN MOQ LEVEL
- CONDUCT MONTHLY REVIEW MEETINGS WITH VENDORS
- BUFFER STOCK MAINTAIN
- GRN/MRN/SRN PROCESSING
- PHYSICAL STOCK AUDIT
- 5S & SOP IMPLEMENTED IN WAREHOUSE
- CREDIT & DEBIT NOTE PROCESS
- INVENTORY COST CONTROL
- FIFO, FEFO & LIFO SYSTEM
- GATE PASS VERIFY AND COMPLETE
- STOCK LEVEL MAINTAIN (MOQ, MAQ ,ROQ)
- SHIFT ALLOCATION
- BIN CARD UPDATING
- CONTROL OVER STOCKING
- DOCUMENTATION & FILLING PO'S
- STOCK REPORT RECONCILIATION
- FREIGHT COST CONTROL
- FUEL COST CONTROL
- MOFA APPLY
- MULKIA RENEWAL
- 3PL IMPORT & EXPORT SHIPMENTS CLEARANCE
- SHIPMENT TRACKING
- HIRE AND TRAINING
- COORDINATION
- PLANNING
- SCHEDULING
- DELIVERY
- SAP B1 (PM,MM,WM)
- ERP TARKA (VAYPAK)
- MS OFFICE
- TALLY ERP 9 & PRIME
- OUTLOOK, TEAMS & SPREADSHEET

Work History

09.2024 - 02.2025

Logistics and Supply Chain Executive

RADHEY INTERNATIONAL GENERAL TRADING CO LLC - UAE

- Enhanced logistical planning by tracking mileage, improving by 20%
- Controlled fuel costs, increasing profitability by 15%
- Expert in planning, delivery, and scheduling for sales success

09.2023 - 08.2024

Store In-charge & Logistics Co-Ordinator

MECHATRONICS INDUSTRIAL EQUIPMENTS LLC - UAE

- Coordinate manpower & transport for timely customer deliveries
- Collaborate with sales department for efficient Middle East, Africa, Asia shipments collection
- Apply MOFA and COO to ensure regulatory compliance
- Optimize to cut fuel cost and decrease transportation expenses

12.2018 - 08.2023

Manager - Warehouse & Procurement

IDEAL PLAY ABACUS INDIA PVT LTD - Chennai, India

- Selected high-quality suppliers and materials, enhancing supply chain
- Streamlined supplier LPO/WO AMC contract finalization and tracking
- Improved vendor relationships with structured monthly review meetings
- Ensured timely supplier payments aligning with credit terms
- Streamlined to control buying cost of materials

03.2012 - 11.2018

Executive - Purchase & Inventory Control

MGM GROUP OF COMPANIES - Chennai, India

- Implemented 5S & SOP for streamlined operations
- Processed GRN/MRN by verifying physical quantities against vendor documents
- Tracked and filed supplier-specific GRNs and LPOs for stock audits
- Updated stock reports and bin cards daily for 1000+ line items
- Prevented overstocking and minimized potential damage
- Organized materials using FIFO, LIFO, and FEFO methods

02.2011 - 02.2012

Team Leader & Warehouse In-charge

TVS LOGISTICS SERVICE LTD - Chennai, India

- Tracked attendance boosting compensation accuracy
- Verified gate passes monthly enhancing security measures
- Monitored stock levels aligning with business needs (MOQ, MAQ, ROQ)
- Allocate manpower for shift wise operations
- Handled employee compensation including salaries and overtime.

Education

05.2014

MBA, FINANCE, ANNAMALAI UNIVERSITY

05.2010

B.COM, CA, ARUL ANANDHAR COLLEGE - Madurai

Languages

English:

Tamil:

Malayalam:

Telugu:

Hindi:

Extra-Curricular Activities

ACHIEVEMENT

For RADHEY INTERNATIONAL GENERAL TRADING LLC - (10/10/24 - 28/02/25)

- Non-compliances of short supply for customer materials with on-time and same day delivery - **NO RETURNS.**
- Achieved 3 export container loading same day with less team.
- Achieved 3 trips for daily and each cars (3) monthly 55 trips.

For MECHATRONICS INDUSTRIAL EQUIPMENT LLC -(15/12/23 - 31/08/24)

- Reducing Freight cost from 25% to 10% for land, SEA and Air shipments.
- Reducing Transportation and Fuel cost 30% to 15% with shipments pickup and delivery on time.
- Successfully handle and clearing 150+ import/export shipments on time without additional charges.

For IDEAL PLAY ABACUS INDIA PVT LTD - (10/12/18 - 30/06/23)

- Saved 3.6 lakhs in the year of March 2019 to April 2023 by identifying old price from vendors to supply which was new price.
- Reducing buying cost from 35% to 15%. Introduced new vendors with buying lowest price.

For MGM GROUP OF COMPANIES, CHENNAI, INDIA - (10/06/14 - 31/08/18)

- Earning income of INR 4.5 lakhs from Scrap sales in the year of July 2014 to Aug 2018.
- Reducing production loss from 5% to 0.5% and increased 30% of production volume.

Personal Information

- Date of Birth: 04/24/90
- Nationality: Indian
- Marital Status: Married
- Visa Status: Visit Visa

Hobbies And Interests

- Events conducting (sports, cultural, games)
- Drawing
- Playing badminton
- Playing cricket
- Reading books
- Music

Driving License - Category

LMV - INDIA