

JETHIN PRAKASH

Operations Executive

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Summary

Detail-oriented Warehouse and Logistics Executive with 1 year of hands-on experience in end-to-end warehouse operations, inventory management, and logistics coordination, with proficiency in SAP MM. Demonstrated success in optimizing operational workflows, reducing costs, and ensuring efficient and timely dispatch and delivery. Skilled in material handling, shipment scheduling, billing procedures, and generating accurate MIS reports to support strategic decision-making.

Professional Experience

Warehouse Executive

Apollo Tyres Pvt Ltd, Cochin, India (08/2024 - 04/2024)

- Manage receipt, storage, and dispatch of tyres and other products ensuring optimal use of space and resources.
- Goods Receipt Note (GRN) and posted material inward entries using SAP
- Material inwarding and SAP entries with corrections, ensuring zero discrepancies.
- Supervise daily warehouse operations, maintaining high levels of productivity and quality.
- Implement FIFO methods using location-wise storage and regular data entry.
- Prepare and manage dispatch plans including OEM, Export, and Replacement orders.
- Generate and analyze MIS reports such as Truck Turnaround Time (TAT)
- Conduct cycle counts and stock reconciliation activities to ensure accurate inventory reporting.
- Oversee billing through SAP for domestic, OEM, and export shipments.
- Managed daily stock movements, monitored inventory levels, and performed periodic audits.
- Maintained documentation for all incoming and outgoing shipments.
- Tracked inventory variances and resolved discrepancies in a timely manner.

Operations Executive Trainee

LCL Logistics South Pvt Ltd, Cochin, India (11/2023 - 05/2024)

- Assisted in day-to-day logistics and supply chain operations, including transportation coordination, warehouse support, and inventory tracking.
- Supported customer service operations by responding to inquiries, managing complaints, and handling shipment tracking and tracing.
- Participated in training sessions, workshops, and team meetings to build process knowledge and operational efficiency skills.
- Prepared and reviewed shipping documentation, including invoices, packing lists, and inventory

- Assisted in dangerous goods clearance processes, ensuring compliance with safety and regulatory requirements.
 - Supported safety and security protocols within the warehouse and during transport handling.
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Certification and Training

- SAP MM / SMEC, Cochin, India (08/2024)
- Advanced Excel/ SMEC, Cochin, India (08/2024)
- M S Office / G-TEC, Mannar, India (12/2023)
- Professional Diploma Supply Chain & Shipping Management / CILT, Cochin (07/2023)
- Air Cargo Operation and Dangerous Goods Handling/ STED, Cochin, India (06/2023)

Education

- BSC Botany - M G University, Kottayam, India (10/2022)
- HSE - Nair Samajam Higher Secondary School, Mannar - Kerala HSE Board, India (03/2018)

Skills

- **Proficiency in:** SAP MM, MIS, MS OFFICE

Languages Known

- English (Read, Write, Speak)
- Malayalam (Read, Write, Speak)
- Tamil (Speak Only)