CURRICULUMVITAE

# GOVINDAPPA D.B.

Mobile : 9980285820

Email : [dgt.govu@gmail.com](mailto:dgt.govu@gmail.com)

**PROFESSIONAL PROFILE**

Currently working as a **“Finance & Operation Executive**” at **Sical Logistics Limited (Cafe Coffee Day Co.) (Cold Chain Operations) Since June 2017**. I am a technical minded employee accustomed to demanding deadline. I am a solution focused person who uses my exceptional client relationship management and efficient troubleshooting to successfully resolve issues promptly. I am a quick learner who has become an expert in problem solving, various technologies and strong communications skills.

## About Sical Logistics Limited:

Founded in 1955 **Sical logistics** is India’s leading provider of integrated multimodal solutions for the logistics of bulk and container Cargo, sical is the single window for businesses that seek a seamless supply chain across rail, road, port, and sea.

## Responsibilities:

* To ensure smooth flow of Operational activities at the DC level
* Strict adherence to SOPs and execution of process flow.
* **Inventory Management**–System v/s physical stock- Audit & reconciliation.
* Preparing the Route Plan as per Dispatch Schedule.
* Handling Primary and Secondary vehicles placement and dispatches and vendor payments.
* Timely loading / timely dispatch of the vehicles, and timely deliveries at the cafes.
* Monitoring the vehicles to fulfil the OTIF level.
* Handling Petty cash Expenditures and **Bank related documentation & monthly reports- Stock, Receivable & Sales**
* Preparing and maintaining the various unit-wise MIS reports and circulating to higher management – in case any abnormal const will highlight to the management
* Submission of Temperature reports of the Chilled and Frozen vehicle’ – Daily / weekly / Monthly
* **Fund management** – Requisition, spend, vouchers, HSD expenses for En-route etc.
* Resolving day to day operational issues
* **Cost control** / cost effectiveness in operational expenditures
* **Furnishing the supporting documents** / data to accounts for Invoicing
* Allocating the diesel for all company owned vehicle as per route plan
* Monthly Mileage checking and disclosing - reporting to GM.
* Handling Vehicles Claims and Funds – Refunds by Insurance
* Cross checking of GPS in all the vehicles wise Kms
* **Renewal of Every Year Tax, Insurance, Fitness, Permit etc.**
* New Vehicles Registration.
* Filing of Documents of all our Vehicles.

## Educational Qualification

|  |  |  |
| --- | --- | --- |
| **Qualification** | **College/University** | **Academic Year** |
| **M.com** | Kuvempu University | 2000-2001 |
| **B.com** | Kuvempu University | 1997 -1999 |

**ORGANISATIONAL EXPERIENCE**

**Vijayananda Road Lines Public Limited Company:**

A public limited transport company flying buses and goods vehicles for public

throughout India. Number one transporter having luxury buses around 3000. Worked as

“ **Audit Assistant”** from September 2001 to August 2003 in short and excess department.

## Responsibilities:

* **Accounting works – recording of day to day transactions in system**
* **Reconciling of daily inwards to find out to short and excess**
* Follow ups up to final stage of short and excess goods submission to final destination.
* Miscellaneous reports preparation.
* Auditing inward goods receipts

## M/s. S.R.S Travels

worked as “**Account Executive”** in **M/s. S.R.S Travels**, from **September 2006 to July 2012**. An individual transporter, tour operator, owning around 6000 vehicles and providing staff transport facility to around 120 MNC companies in Bangalore some to name: IBM, INFOSYS, BIAL, GE-ITC,TCS, TKML, ABB and HP**.**

## Job Responsibilities:

* Billing, trip sheets auditing, entries, rates verification and preparation of invoices.
* Client meetings for bill clarifications, agreement renewals & service level feed backs.
* Mailing to all companies with respect to agreement, rates revision, deductions and diesel variations both Hard copy as well as through email.
* Preparing out-standings statement.
* Payment Receivables follow-ups.
* Documenting for follow ups such as Purchase order, mail confirmations etc.
* Concerned Companies billing, routing analysis with supervisors
* Attending Company meetings all operational issues. Such as breakdown, route deviation and route extension etc.,
* Route wise cost breakup analysis with concerned company admin.
* Preparing all the Transportation Report & analysis of percentage & reporting to Manager
* Checking of open deliveries of the previous day and reporting to manager.
* Handling Logistic operations independently in the absence of Logistic Executive.

## Key Achievements:

**Awarded one time best performer in preparing MIS reports and Goods Received Note reports in 2010.**

## Computer Soft Skills:

* Fully conversant with latest Computer Packages Microsoft Office 2003-07.
* **Tally latest version – ERP-PRIME**
* **MS Office – MS Word & MS Excel**

## Personal Strength:

* + Honest, Sincere, committed & reliable
  + Fast learner and Hard Worker
  + Ability to resolve problems and make effective decisions.
  + Good communication and writing skills.

# PERSONAL DETAILS

NAME : Govindappa D B

Father name : Ben kappa. D

Date of Birth : 27 FEB 1972

Sex : Male

Martial status : Married

Nationality : Indian

Language known : Kannada, Hindi and English

Extracurricular activities : Playing Ball Badminton & Cricket, Reading books & listening music

Communication Address : No.515, 10th F Main Road, 6th Block, Rajajinagar, Bangalore– 560 010.

## I hereby declare and affirm that the information provided by me above are true and correct to the best of my knowledge and belief.

**Place: Bangalore Yours Faithfully**,

## Date:

**Govindappa D B**