

# ATHI KESAVAN DANAPALAR

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## Summary

Detail-oriented professional with a track record of making critical decisions, managing deadlines, and conducting team reviews. Demonstrated expertise in analysis and quantitative problem-solving skills. Committed to driving company growth and implementing improvements.

## Working Experience

### **Deputy General Manager | 3PL Warehouse – PKT Logistics (M) Sdn Bhd (Batu Kawan & Sepang) June 2021 - Present**

- Lead of 3rd Party warehouse, size of 450,000sq ft.
- Forecast & plan HC required for new warehouse set up
- Involve in Warehouse layout set up, Rack planning, Consumable set up, Kanban Set Up.
- Prepare monthly P&L for Board of Director review.
- Manages Senior Manager, group of Managers with a total of 200 employees.
- Delegates and oversees daily workflow including coordination of workflow, order pick commitment, stock replenishment, and warehouse inventory level.
- Monitor and lead the team to meet 100% KPI for inbound and outbound by maintaining FIFO.
- Implement guidelines and policies to ensure SOPs and daily operational guidelines are met
- Completes warehouse operational requirements by scheduling and assigning employees following up on work results.
- Troubleshoot matters arise from warehouse and logistics department and take proactive steps to mediate and solve problems.
- Ensure consistency in stock-handling policies, procedures, and work standards within warehouse.
- Involve in Process Auditing, Skill Matrix, New SOP implementation, Process improvement
- Conduct Interviews for new hires based on business requirements
- Recruiting, training, developing of executives, supervisors, and other team members.
- Maintains warehouse staff job results by coaching, counselling, and disciplining employees, planning, monitoring, and appraising job results.
- Review, present RCCA/8D if there are any abnormalities encountered
- Review & verify Kaizen Blitz submitted from Kaizen Lead/Team
- Review Incident Report & liaise with Safety Dept to measure effectiveness of CAPA in preventing incidents.
- Initiate & Review QBR Report, Abnormality Summary, Attendance Report, Asset Audit, Material Rack Inspection, MHE Breakdown Report, MHE Maintenance, F/A Kit, Disinfection Report.
- Liaise with Facility team if there are any building repair/maintenance required.
- Validate WI/WP related to implementation of new business processes/practices to consistently meet customer requirements and enhancing their satisfaction.
- Implement ISO9001 and ensure effectiveness of QMS principles & eDMS well maintained.
- Plan HC for warehouse relocation – on site warehouse shifting, prepare schedule for upcoming medical test, On site MHE & EHS training, MHE TTT program.
- ERT commander: Ensure warehousing and distribution staffs follow safety rules.
- Involves in weekly Gemba Walk with Customer & managing overall 5S & Safety.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.

## **Operations Manager | Manufacturing – Jaihind Engineering Sdn Bhd (Seremban) March 2020 – May 2021**

### **General**

- Set up new layout for factory & warehouse.
- Set up new office and necessary tools and equipment.
- Prepared Emergency Exit Layout (Factory & Office)
- Sourcing & Finalize ISO 13485 Consultancy
- Sourcing & Finalize ISO Audit Firm
- Set up & Finalize Import Account

### **Human Resources**

- Prepared HR related forms and documents
- Prepared Salary Auto Calculation Excel Template & Pay slip
- Interview new candidates and issue offer letter
- EPF, Socso, EIS Registration & Payment Transaction
- Counseling for operator related issues

### **Warehouse**

- Monitor inbound & outbound of raw materials & Finished goods.
- Set up warehouse related documents & excel templates
- Month End Stock Take & review on discrepancies if any.

### **Sales**

- Prepared new excel format of quotation & sales invoice
- Issue quotation for new customers & attend to their enquiries
- Issue sales invoice
- Meeting with new clients/customers

### **Procurement & Maintenance**

- Sourcing for pneumatic spare parts
- Liaise with raw material supplier for delivery arrangement.
- Liaise with contractors for building and machine maintenance

## **Senior Warehouse Administrator | Manufacturing – Flex Pte Ltd (Singapore) June 2017 – March 2020**

### **Major Task**

- Monitor Order release via FTP to 3PL team
- Troubleshoot and liaise with Global IT team on system order issues
- System Part conversion
- Manage and solve issues/discrepancies related to RTS
- Liaise with 3PL personnel for outbound & inbound issues
- Monitor outbound truck movement & arrange OT/additional support if required
- Handle Material Scrap request
- Monitor Non inventoried items & packaging items
- Reconciliation for inbound & outbound transactions
- Follow up on transaction errors to rectify

### **Minor Task**

- Generate picklist from Kanban
- Validate SKID and part number before release the order to 3PL
- Validate SKID and change PL qty before transacting (PL)
- Manual transactions
- Trigger for IQC inspection and follow up on transactions
- Follow up on damaged cargo from 3PL to IQC
- Follow up on urgent request from SMKT/production team
- RTS transactions, (Split, Maintain SKID and transact)
- Follow up on break bulk and do necessary system adjustment
- Training for New staff for outbound transactions

### **Project Completed (IKW)**

- Order automation in system from Manual task to System
- Orders from Kanban will be generated as picklist and released to respective warehouse personnel to pick. Auto picklist will run in hourly basis and percentage of human intervention reduced in order processing task.

**Inventory Executive| After Sales, Spare Part Division – Honda Malaysia Sdn Bhd  
(Shah Alam) Sept 2016 – March 2017**

**Major Task**

- Daily LOH Management
- Daily ETA Update to CS Team
- Weekly ROQ ordering, forecast and monthly ordering
- Weekly Supplier OTD Submission
- Monthly Supplier KPI report submission
- Ad-hoc job (Part cancellation, Part expedites, Settle DO problem)
- Update delivery schedule based on supplier feedback
- Priority stock in list to Warehouse team

**Minor Task**

- Part maintenance – discontinued parts, part set up, superseded parts
- Change Source, & FOB update
- Meeting/ Genba with problematic supplier
- Arrange milk run collection schedule & inform warehouse

**Project**

- Annual Supplier Briefing
- Local Part Cost Down Approval Guideline
- Localization / Cost down activity
- Malacca & Nilai Milk run collection

**Warehouse Executive| Manufacturing – Lava Industries Sdn Bhd  
(Seremban) July 2013 – Aug 2016**

**Logistics Supervisor| Manufacturing – The Female Health Co (M) Sdn Bhd  
(Cheras Jaya) Feb 2010 – June 2013**

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**Education**

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University Tunku Abdul Rahman (UNITAR)  
**Master in Business Administration (MBA)**  
2023 – 2024

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**Skills**

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|------------------------|-----------------------------|
| ❖ Business Development | ❖ Data Analysis             |
| ❖ Project Management   | ❖ Proactive problem-solving |
| ❖ Strong communication | ❖ Forecasting techniques    |
| ❖ Negotiations         | ❖ Forecasting techniques    |
| ❖ Budget development   | ❖ Strategic planning        |

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**Language**

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Malay: Full Professional Proficiency (speaking, reading, writing)  
English: Full Professional Proficiency (speaking, reading, writing)  
Tamil: Full Professional Proficiency (speaking, reading, writing)

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**References**

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**• Reference (1)**

Name: Mr. Sundaralingam  
Designation: Logistics Manager  
Company: Flex Pte. Ltd  
Contact no: +6017-420 4462

**• Reference (2)**

Name: Mr. Kumaralingam  
Designation: Manufacturing Manager  
Company: The Female Health Company (M) Sdn Bhd  
Contact no: +6016-637 4949