**SHAILESH**

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# In quest of managerial assignments in Logistics / Supply Chain Management with a growth oriented organization

# Synopsis

* **Logistics & Supply Chain professional** with **over 18 years** of rich experience in **Logistics & Materials Management, Store Operations, Inventory & Import – Export Co-ordination.**
* **Over 3.5 Years End User experience in SAP SD & MM Module.**
* **Good communication, analytical, problem solving and interpersonal skills.**
* Demonstrated abilities for procuring materials and in achieving quality, cost and shortest development time for enhancing the operational efficiency.
* Adept at maintaining the stock of material without any variance by conducting stock verification and documentation; receipts, issues, accounting and monitoring the inventory for raw material procurement in **SAP**.
* A result oriented team leader with strong relationship building & leadership skill and multi - tasking abilities.

# Summary of Experience

## *Milliken & Company (Group) (Milliken Chemical and Textile (India) Co. Pvt. Limited*

**October 2012 to till now**

Role: **Customer Support, Supply Chain Management & Import-Export Co ordination**

**Key Responsibilities:**

* Taking up timely customer orders by checking the materials availability in time and overseeing logistics function, thereby negotiating with Shipper / Transporters for cost effecting warehouse charges, delivery solution clearance.
* Implementing inventory control measures to reduce obsolete stock, keeping tab on slow-moving items and achieve reduction in inventory management cost.
* Involved SAP India implementation and supported as business user by approving Sales order, Customer Master Data details and shipping route, shipping terms, Invoice verification etc.
* Experienced dealing with Chemical, hazardous products import / sales and custom regulations
* Raising Sample orders for across the globe and managing the cost /delivery on timely manner
* Managing overall operations involved in Warehouse, order execution, getting approval of expenses / bills, logistics, customs clearance follow up with agents, etc. for ensuring timely delivery of orders.
* Update all the operations in SAP and closely follow up with the updates.
* Generate reports from SAP and do the cycle count.
* Count the stock in SAP and as per the forecasting, order for replenishing
* Keeping stock control systems up to date and planning future capacity requirements.
* Managing stores operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the operations.
* Manage Logistics process such as selection of carriers, qualification and performance measurement. Develop service providers to suit the needs of distribution to different regions from all over the globe.
* Support all new projects initiation with logistics input and coordination
* Taking care of invoicing, Credit Note, Debit Note

## *Fruit Of The Loom India Pvt. Ltd.*

**May’2010 to May’2012**

Role: **Logistics Executive (Logistics & Import / Export Operations)**

**Key Responsibilities:**

* Managing inventory levels for ensuring ready availability to meet procurement & dispatch targets.
* Planning, coordination and management of logistics (Incoming and outgoing). Transport contract Negotiation, Transport Network modelling and alternative service provider sourcing, Setting up of standard logistics operating procedures across factories. Analysis of Logistics spend, recommend optimum transport mode /route and frequency to control /minimize the spend and also to reduce lead time.
* Handling sourcing through identification of cost effective vendors/suppliers for procurement with an aim of reducing cost while improving quality& reliability.
* Sustaining the existing network & managing the supply chain, ensuring timely distribution of the merchandise. Managing logistics operations involving coordinating with companies for sea/ air/ road transport, CHA’s and other external agencies to achieve seamless & cost-effective transport solutions.
* Guide and Attend to all check post issues in coordination with tax team. Participate in implementing Audit controls that monitor the process of Logistics. Analyze and Manage logistics spend in line with Budget and Target. Present each month factory wise /region wise /product wise the logistics spend and provide recommendation to control /minimize the spend. Resolve all Logistics issues concerning transportation, damage, loss and coordinate with Insurance agencies for claims.
* Coordination on payment to service providers with finance.
* Handling inbound and outbound logistics from factory/vendor to the warehouse and warehouse to the customer.
* Responsible for creating Customer Master and Vendor Master in SAP and pass it next level information to post by finance.
* Dealing with freight forwarders, shipping companies and 3PL Provider for smooth movement and distribution of the stock.
* Devising efficient Logistics Management System, conducting market survey, finalizing rate contracts to ensure delivery of finished goods as per committed timelines and cost.
* Handling domestic and international logistics of goods; preparing MIS Reports and reports of Schedule / Dispatches to apprise the management.
* Processing Goods Receipts, Goods Issue, and Transfer Postings for Inventory Management in SAP.
* Procurement Cycle – PR’s, PO’s, Stock Transport Orders, Goods Receipt & Invoice Verification in SAP
* Handling C form - F form - sales tax. Coordination with buyer for providing C form & submitting at head accounts.
* Processing stock transfer and special stocks in inventory like subcontracting and vendor consignment.
* Handling Day to day Coordination with Logistic/Warehousing Company
* Coordination with Warehousing Companyfor Receipt of material in WH and entry in WMS (Ware House Management system).
* Maintaining Safety and security of WH to be ensured for properly planned storage of Inventory.
* Ensured WH insurance is renewed regularly.
* Implementation of tools & processes for WH management
* Efficient and flawless Inventory Management including Telecom equipment and Infrastructure equipment.
* Generating Daily Inward, Outward and Inventory Reports. Provide Monthly Inventory status with Emphasis on Accuracy of Reports.
* Maintaining online updated status of material in the warehouse.
* Raising Pre-Alerts for Re-ordering, when inventory touching the Min level of Threshold
* Post Implementation extra material at site to bring back to WH.
* Tracking Octroi and road permit requirements and usage in the project and raise alarm adequately.
* Troubleshooting and In-bound logistics management.
* Planning effectively for Inventory Replenishment to Branches.
* Imparting training to team members & monitoring their performance for post training.
* Tracking warehousing & transportation costs
* Tracking damages and develop plans to reduce damages
* Maintaining warehouse quality
* Coordination with dealers & transporters for smooth dispatch until reaches customer end.
* Taking care of invoicing, Credit Note, Debit Note

## *Krishidhan Seeds Ltd.*

**Apr’2008 to Apr’2010**

Role: **Co-ordinator Sales & Distribution**

**Key Responsibilities:**

* Dealing with sales team.
* Making sure our targets are met, products delivered on time
* Dealing with customers about the product quality and customer feedback and update to the management.
* Devising efficient logistics management system, conducting market survey and finalizing the rate contract to ensure delivery of the finished goods.
* Analyzing market research and advertising about our products

## *Nokia India Pvt Ltd.*

**Aug’2005 to Mar’2008**

Role: **Logistic Co-ordinator**

**Key Responsibilities:**

* Taking up timely customer orders by checking the materials availability in time and overseeing logistics function.
* Ensuring proper documentation for inward of materials spares parts and consumables and check for variances by conducting stock verification.
* Managing overall operations involved in ware house, order execution ensuring timely delivery of orders.
* Update all the operations in SAP and closely follow up with the updates.
* Generate reports from SAP and perform the cycle count.
* Responsible for creating Customer Master and Vendor Master in SAP and pass it next level information to post by finance.
* Identifying and developing alternate vendor source for localization, achieving cost effective purchases of raw materials with reduction in delivery time and improve consistency in quality.
* Dealing with freight forwarders, shipping companies and 3PL Provider for smooth movement and distribution of the stock.
* Handling Day to day Coordination with Logistic/Warehousing Company
* Coordination with Warehousing Companyfor Receipt of material in WH and entry in WMS (Ware House Management system).
* Maintaining Safety and security of WH to be ensured for properly planned storage of Inventory.
* Ensured WH insurance is renewed regularly.
* Implementation of tools & processes for WH management
* Efficient and flawless Inventory Management including Telecom equipment and Infrastructure equipment.
* Generating Daily Inward, Outward and Inventory Reports. Provide Monthly Inventory status with Emphasis on Accuracy of Reports.
* Maintaining online updated status of material in the warehouse.
* Raising Pre-Alerts for Re-ordering, when inventory touching the Min level of Threshold

## *TATA Teleservices Maharashtra Ltd. Pune*

**Jun’2000 to Jul’2005**

Role: **Storage Executive**

**Key Responsibilities:**

* Overseeing stores management including day-to-day activities like receipts, storage, issues and disposition as well as management of supply chain. Ensuring quality, delivery and budget objectives are met as per organizational guidelines.
* Generate reports from SAP and do the cycle count.
* Count the stock in SAP and as per the forecasting, order for replenishing
* Keeping stock control systems up to date and planning future capacity requirements.
* Managing stores operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the operations.
* Inward and out ward Transportation, Contract etc. All responsibility from raw material to finished goods & store to dispatch.

## *SONY Music India Ltd*

***Jan’1999 to May’2000***

Role: **Dispatch In-charge / Data Entry Operator**

**Key Responsibilities:**

* Designing and implementing Standard Operating Procedures within the warehouse.
* Transfer stock location to another location
* Manage storage locations for finished goods, semi-finished goods and Raw materials.
* Independently handling the receipt of raw material along with on line documentation as per regulatory and legal requirements.
* Storing of the finished goods inside the warehouse received from production and dispatch as per customer / market requirement.
* Proper Storage & Handling of Finished Products
* Ensure all products are stored by company & by location.
* Ensure all products are stored as per Stocking Height Norms in prescribed nested stacks.
* Ensure Inspection of Loading & Unloading vehicle are done & records are maintained.
* Co-Ordinate with W/H team & ensure all the above are followed by them

**MIS (Management\ Monthly Information System) & Analysis**:

* Overall authenticated data capturing process
* Work on basic and root cause analysis system
* Using excel as a base tool for analysis of reports
* Generating different types of reports like Logistics Report and Purchase Report
* Monthly stock statement in SAP
* Periodic stacking and resolve the variance in SAP
* Generate Age wise / Value wise report in SAP
* Minimum /Maximum stock report / safety stock in SAP
* Generate Daily physical variation report in SAP

**Team Management**

* Incorporating bonded teamwork and managing healthy environment.
* Training & monitoring the performance of team members to ensure efficiency in service operations and meeting of individual & group targets.

# Academia

* B. A. from Alahabaad University in 2006

# Computer Skill

**MS Office, Lotus Notes**

**Strong SAP SD/MM end-user skills**

Operating Systems : Windows NT, 95, 98, 2000, 2003, 2007 MS-DOS

# Personal Dossier

**Date of Birth :** 21st August 1975

**Gender**  **:** Male

**Linguistic Abilities :** English, Hindi & Marathi

**Other Details :**

Reasons for leaving each position : For better prospect

Current Salary : INR 8,00,000

Expected salary : As per company’s norms

Notice period : Can join immediately

Availability for interview : Suitable as per client’s schedule