nM



RESUME

**PURAN**

[**PURAN.347945@2freemail.com**](mailto:PURAN.347945@2freemail.com)

**PROFESSIONAL SUMMERY:**

Having 16+years of Experience in Warehouse/Stores with 9 years of Management experience-level.

Highly organized and systematic warehouse managing, having considerable experience and expertise in all sorts of stock management including Inventory Control System, Warehouse Database and managing warehouse workers.

To manage Purchasing of Machine Spares and Consumable items, shipping, receiving, and inventory process for a large warehouse with deep knowledge in variety of different goods such as Mechanical, Electricals, Electronics and Engineering items. Provide leadership for a team of up to 22 individuals. Ensure that organizational and safety goals are properly met at all times.

**QUALIFICATION:**

* Graduation from C.C.S. University, Meerut, India in 1996

**PROFESSIONAL QUALIFICATION:**

* Diploma in Material Management from AIIMS, Chennai India.1997.

**OTHER KNOWLEDGE:**

* Computer knowledge in MS Office, & ERP as Oracle, D2K/Texproc& RAMCO (Store Inventory Management System)

**PROFESSIONAL EXPERIENCE: Sep’2015 - Present**

* Presently working with **M/s. Indo Jordan Clothing Co**. as a Manager – Stores, handling 22 people independently and reporting to COO.

**July’2007-Aug’2015**

* **Worked with M/s. Shahi Export Pvt. Ltd.**(Unit – Sarla Fabrics) an ISO-9001, ISO-14000, 5S & TPM adopted manufacturing unit and engaged in Weaving, Printing &Processing of fabrics as an Asst. Manager-Stores Reporting to G.M.
* **Main job responsibilities:-**Over all Inventory Control – Receiving/issuing - Order Fulfillment ¬Accurate Documentation - Process Improvement - Recruiting - Training ¬ Supervising.

**Sep’1999-June’2007**

* **Worked with M/s. BPL Display Devices Ltd**. (CPT manufacturing Division) Sahibabad, Ghaziabad, as a Store Officer.
* **Main Key Responsibilities: -**Supervise all pick and inbound/ outbound operation. ♣ Manage workflow effectively, ensuring that productivity and quality standards are met or exceeded. ♣ Manage workload activities in the absence of the Warehouse Manager. ♣Monitoring more than 7200 Engineering items as Electricals/Electronics/Mechanicals etc.♣ Optimize labor utilization, recommend and implement labor efficiency improvements via charts and spreadsheets.

**Aug’1996-Aug’1999**

* **Worked with M/s. Simran Technologies Pvt. Ltd**., Okhla Phase-1, New Delhi (Dealing in Garments Finishing Systems) as a Purchase Astt.-Beginner of carrierphase, worked in Field duty and Purchasing.

**PRESENT COMPANY PROFILE:**

**M/s. Indo Jordan Clothing Co**.a Garment manufacturing unit engaged in Garment Export to USA having turn - over about $ 54 million.

**JOB PROFILE**

* Maintains Purchasing of Machine Spares and Consumable, receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
* Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
* Controls inventory levels by conducting physical counts; reconciling with data storage system through perpetual,quarterly and yearly.
* Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
* Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
* Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
* **Responsible overall Purchasing of Machinery spares parts& Consumablesrequirements of the company, and for procuring goods and services with the best price.**

ACHIEVMENTS:

* **Set up the Whole New Stores and codified/managed all Electrical, Electronic,& Mechanical/ Engineering items and Yarn in the previous company M/s Shahi Exports Pvt.Ltd.**

**PERSONAL DETAILS:**

Date of Birth : 25-06-1969

Nationality : Indian

Salary Expected : Negotiable

Notice Period : 60 days (or negotiable)

Reason for Leaving : For better Financial security.