# Vijay

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Date of Birth : 21ST January 1972 .

Gender : Male.

Languages Known : English, Hindi and Marathi.

Nationality : Indian

Marital Status : Married

# Education Qualification

S.Y.B.com (Mumbai)

# Computer Qualification

**SAP-**Purchase, Sales

**ORCALE**-Retail Barcode updating Inventory operating software- **Sanvik**  
**ORCALE**-Manufacturing Inventory cum Accounting operating software- **Irely**

Certificate in Computer Fundamental.(Dos,Wordstar,Lotus& Dbase)

Windows98/2000/2007, MSOffice ,Tally , CorelDraw, Internet

# Achievements

Appreciation from Management for working Extremely Hard day & night to achieve the impossible

in launching a chain of supermarkets in less than a month.

Appreciation from management for managing staff & worker as per company policy.

Negotiated with Transporter for reductions in Transportation Cost.   
Recovery of Company’s Bad Debts.

Introduce new economic product, which is generated income for company.

# Specialize Product & Area

**Product**

Tea, Spices,Cosmetics, Home Care,Education Books & Stationery.

FMCG (Food, Non Food), Vegetables, Non-Veg,

Electronics (Vacuums Cleaner for Institutional Use), Apparel (Denim,Trouser,Shirts,Tshirts)

**Area**

Warehouse, Distribution Centre, Manufacturing, Catering Services, Purchase , Commercial, Sales &Marketing,

# Year of Experience

Overall Experience – 15 years till date.

# Skill

**Inventory Management**

Supervision on Receiving of Stock, Indent, Picking, Allocations, Authorizations & Dispatching

Preparation of Purchase Order, Invoicing, Transfer In, Transfer Out.

Placing orders of products well in advance to avoid scarcity of materials.

Keeping the materials in good condition free from waste, damage, and contamination.

To ensure movement of stock following FIFO method

Maintaining in alphabetic order of inventory for easy availability.

Co-ordinate with Transporters for the distribution of goods to the various retail stores and ensuring smooth processing and delivery of Franchiseesorders.

Delivery leads time reduction.

**Sales & Marketing**

Co-ordination between Marketing Dept. & Management

Preparing planning for New Product Lunching & Product Development.

Advertisement Planning Related to Subject.

Advance Planning of Promotional Offer on Product.

Introducing Scheme for Super Stockiest, Distributor, Franchisee,Hypermarket and Retailer

**M.I.S**

Debtors Control.

Generation of the forecast on the basis of historical demand.

Analysis of the forecast generated in previous period against actual forecast.

Brand wise pack mix reports,

Product Costing.

Plan VS. Actual orders accepted VS. Fulfillment in time (Fill Rate).

**Knowledge of Accounts;**

Purchase / Sales Register, Bank/ Cash Book, Debit/ Credit note.

**Man Management**

Ability to gather and lead a team of dedicated executives and run the ware house independently.   
Co-ordination with supply chain and sales department.   
Coordinate with 3PL ( Third Party Logistic)

Motivation Planning for Staff to enhance productivity.

# Work Experience Abroad

Name of Company : **AA Group of Companies**

Division : **Catering & Services company**

Muscat, Sultanate Of Oman.

Designation : **Warehouse Supervisor**

Period : From 13th May 2013 To 12th June 2015.

Our Client : Petroleum Development Oman (PDO)

RIG

Royal Oman Police (ROP)

Hospital-(government)

Prison

Responsibilities : **Supervision on Process of Requisition**

* Pick List
* Allocations (FIFO Method)
* Checking Of MIV ( MATERIAL ISSUE VOUCHER)
* Vehicle Arrangements.
* Dispatches

**Physical Checking.**

* Monthly Inventory
* Book Stock V/S Physical Stock.
* Physical Checking Of MIV Stock.

**Coordination with Vendor regarding**

Orders

Payments

Short/ Excess Supply of Stock.

**Coordination with Client**

Regarding Supply

Quality Complaint .

# Work Experience India

Name of Company : **Naagal Garemnt Industries Pvt. Ltd.**

Product : **Apparel (Denim,Shirts,Tshirt)**

Brand  **: Klub Fox & Yoo**

Designation : **Warehouse Manager.**

Period : From 15th June 2016 To 13th January 2017.

Distribution Network : Pan India

Responsibilities : **Supervision & Control of Warehouse Overheads**

**Supervision on Inventory-Inward / Outward**

* Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse.
* Maximising space usage within the warehouse.
* Looking after the transportation of goods in and out of the warehouse.
* Being on call for any emergencies.
* Working with supervisors to improve staff performance.
* Ensuring products are stocked correctly and safely.
* Complying with all Health, Safety and Environmental standards.
* Developing and implementing SOPs for the warehouse.
* Implementing specific customer packaging requirements.

**Physical Checking.**

* Monthly Inventory
* Investigating any inventory losses.

**H.R Department**

* Supervision on Approximately 50 Staff

(Admin, Accounts, Worker, Contract Labour)

* Supervision on Staff Discipline And Motivation
* Recruitments of New Staff.

**General Admin**

* Supervision on Fixed Assets of warehouse.
* Supervision on Maintenance of All Machinery
* Supervision on Delivery Vehicle Maintenance.
* Supervision on all General Works of Warehouse.
* Supervision on Housekeeping of entire Warehouse

**Co-ordination with**

Head Office-Purchase/Sales/Accounts Departments

All General Material Supplier (Vendor)

Government Departments.

Name of Company : **Chetana Publication Pvt. Ltd.**

Product : **Educationals Books & Stationery**

Designation : **Logistic Supervisor**

Period : From 28th December 2015 To 31st May 2016.

Distribution Network : Pan India,Shrilanka,Nepal,Dubai.

Our Client : Schools (All Board)

Colleges.

Private Classes.

C & F.

Distributors,

Responsibilities :

* Inward of all Stock-

(1000 SKU /Promotional Items/ Packing Materials)

* Outward Of all Stock-Dispatch.
* Monthly Inventory
* Virtual Stock V/S Physical Stock.
* Supervision on Approximately 200 Staff

(Admin, Accounts, Worker, Contract Labour)

* Supervision on Staff Discipline And Motivation
* Recruitments of New Staff.
* Supervision on Fixed Assets of warehouse.
* Supervision on Maintainance of All Machinery
* Supervision on Delivery Vehicle Maintanance.
* Supervision on all General Works of Warehouse.

Head Office-Purchase/Sales/Accounts Departments

All General Material Supplier (Vendor)

Government Departments.

Name of Retail Outlet : **D-Mart**

**(Big Format Supermarket of FMCG)**

Company Name : Avenue Super Mart Ltd.

Powai, Mumbai, Maharashtra,India.

Stores Location : Maharashtra, Gujrat, Hyderabad.

Designation : **Sr. Purchase Officer.**

Period : From Feb ‘ 2011To March 2013.

Responsibilities :

* Independently Buying FMCG(Food & Non Food).
* Process the requisitions and give the necessary orders for purchase of those items. Control on the budget of the purchasing department and negotiate with the vendors in a similar manner, so that the Stores gets the items at the most competitive price.
* Regular update of the market developments and analyze the market and delivery systems in order to assess present and future availability of the materials.
* Resolve any vendor or contractor grievances, and solve any disputed claims against the suppliers.
* Arrange for disposal of surplus materials

Company Name : **Pitambari Products Pvt. Ltd.**

Thane, Mumbai.

Brand : Pitambari. (Home Care Product)

Designation : **Sr. Sales Co-ordination Executive.**

Period : From 2nd August 2010.To 13th November 2010.

Responsibilities :

* Administrative support to Sales Department.
* Co-ordination between Production Dept& Dispatch Dept.
* Debtors Follow up.
* Preparing MIS- Sale, Sales Staff Performance,

Name of Retail Outlet : **SPINACH**

**(Supermarket of FMCG,Fresh,Nonveg)**

Company Name  **: Wadhawan Retail Pvt. Ltd.**

Mumbai-India

Stores Location : Maharashtra.

Designation : **Supply Chain –Commercial Executive**.

Period : from 8th January 2008 To 24th January 2010.

Responsibilities : In charge Of following Section;

FOOD, NON FOOD, NON VEG, FRUTIS &VEGETABLE

* Stock Inward
  + Checking Of Purchase Order
  + Checking G.R.N
  + Supervision on Stock taking.
  + Coordinate with Merchandiser Regarding query of

Rate, Qty, Free Product, QC.

* Stock Outward
  + Checking Of Indent
  + Pick List
  + Allocations
  + Checking Of T.O ( Transfer Out)
* Physical Checking.
  + Monthly P.I ( Perpetual Inventory )
  + Book Stock V/S Physical Stock.
  + Expiry Date Of Product
  + Physical Checking Of T. O Stock.
  + Physical Checking Of T.I from Stores.
  + Sorting Of Stock as per Damaged, Expired & Near to Expiry
* Coordination with Vendor regarding

Payments

Short/ Excess Supply of Stock.

* System Entries ( oracle base Operating system **Sanvik )**
  + Stock Adjustment ( Positive / Negative)
  + Debit Note / Credit Note
  + Transfer In / Transfer out Entries.
  + Sale Invoice
  + P.I & Stock Take Entries.
* Handling Petty Cash
* Handling Scrap Sale.

Company Name : **Saraf Enterprises (India) Pvt. Ltd.**

Lower Parel, Mumbai.

Brand : **Sun tips Tea And Apna Bazar Spices.**

Designation : **Sr. Co-ordination Officer.**

Period : From 1st December 2001.To 30th November 2007.

Responsibilities :

* Co-ordination between Marketing & Management
* Administrative support to business head.
* Preparing planning for New Product Lunching & Product

Development.

* Advertisement Planning Related to Subject.
* Advance Planning of Consumer Gift on Product.
* Working out Scheme for Super Stockiest,

Distributor, Franchisee

* Advance Planning of Exhibition (When Participating)
* Debtors Control.
* Preparing MIS- 1.Sales & Marketing

2. Product Costing

3. Funds Requirement.

* Motivation Planning for Sales Staff.

Company Name : **Bombay Bazaar Ltd**.

(Chain of Outlets-FMCG.)

Andheri, Mumbai.

Designation : **Assistant Dispatch & Store Manager**.

Period : From 20th July 2001 To 30th November 2001.

Responsibilities :-

* Dispatching goods to Hundred Outlets (In & Out of Mumbai)
* Maintaining Stock of Branded Food, Non-Food & Grocery.
* Maintaining Stock of Packing Material.
* Supervision on Worker.

Company Name : **Veekay Products Pvt.Ltd.**

**(Sole Distributor of Colgate Palmolive (USA/FRANCE)**

**for India & karcher vacuum cleaners of Germany)**

Narimanpoint, Mumbai.

Designation : **Warehouse In charge.**

Period : 14th June 1999 to 15th July 2001.

Responsibilities :-

* Dispatch goods all over India.
* Maintaining stock of Soap & Chemical.
* Maintaining stock of packing Material.
* Preparing Excise Invoices, Excise Register & F.D.A Register.
* Supervision on Production.
* Handling Petty Cash & Preparing Vouchers.
* Supervision on Worker.
* Handling other work related to factory.

Company Name : **Saraf Sons (Traders) Ltd.**

Lower Parel, Mumbai

Designation : **Storekeeper and Dispatch officer**

Period : 24th October 1996 to 11th June 1999.

Responsibilities :-

* Dispatch goods all Maharashtra.
* Maintaining Stock of Raw Materials Tea, Blended Tea.
* Maintaining Stock of Packing Material.
* Preparing Excise Invoices & Taking Entries.