**Deepak**

**Email:** **Deepak.390326@2freemail.com**

**Seeking assignments in Logistics / Administration Operations with an organisation of high repute.**

**Warehouse Management**

**Order Processing**

**Inventory Control**

**Route Planning**

**Vendor Development**

**Administrative Work**

**Transportation on Regional Level**

**Customer Satisfaction**

**MIS Preparation**

**Manpower Development**

**Transportation**

**SNAPSHOT**

* Career spans with **nearly 20** **years** of experience in Logistics Operations.
* **Last associated as Warehouse Executive with Reliance Communications Limited.**
* Proficient in managing & leading teams for **smooth Logistics operations** & experience of **developing procedures, service standards** for business excellence.
* Proven abilities in **managing the logistics operations** and planning daily work with thorough knowledge of the procedures involved in ordering, receiving, storing and delivering stocks.
* Deft in coordinating **with TPT /Courier Companies for timely & safely reaching** of vehicle at consignee destination & reporting of any unforeseen situation to management.
* Proven track record of meeting all the commitments and maintaining strict control on Standard Operating Procedures of staff members.
* Expertise in managing an entire breadth of **material management operations** inclusive of **order processing, materials movement, Warehouse Management.**.
* Possess talent to motivate and work with people across a complex organization.
* To maintain Warehouse Resources / Assets.
* To Look after Housekeeping of Warehouse Area.
* To manage / organise Stationeries , Water & Refreshment for Employees.
* To manage / organise Safety Services for Warehouse. (Like :- Fire Extinguishers / First Aid Kit / Medicine Box)
* To look after Travel Management for Warehouse Staff.
* To managing the Meetings as per Scheduled by the companies on regular intervals.

**CORE COMPETENCIES**

**Transport / Fleet Management**

* Continuously imparting functional training to all staffs at all times to ensure safe transportation of bulk, high value materials. Preparing back-up plans of each employee so that the work should not suffer.
* Coordinating with the transporters and ensuring that the vehicles are available for movement of goods without any delay. Handling the vehicle capacity utilization and planning for extra vehicle if required.
* Ensuring that:
	+ Adequate manpower is available at the time of loading/unloading vehicles from all warehouses.
	+ Required consumables are always available so that work goes on un-interrupted.
	+ All record keeping is maintained as per specified format and the same is audited from time to time & timely checked the stock physically & on books.
* Coordinating with the customers, vendors & warehouse locations on regular basis. Following strict security procedures during all activity.
* Timely communicating problem / issues to the appropriate personnel for quicker solutions.
* Offering time sensitive material movement, scheduling services to different strategic destinations.
* Monitoring the fleet of vehicles & transporters ensuring on time delivery.
* Spearheading continuous efforts to improve the process to meet the changing needs of the customers.

**Logistic Operations / Administrative Operations**

* Managing logistics operations, negotiating with transporters for cost effective transport solutions & clearances.
* Providing appropriate level of Logistics for maximization of customer values.
* Properly monitoring the performance of the existing logistics system for locating scope for timely continues improvement in the system.
* Identifying areas of bottlenecks/ breakdowns and taking steps to rectify the problem.
* Executing cost saving and energy saving techniques/ measures and modifications of the system to achieve substantial reduction in expenditures and work within the budget.
* Conducting regular inspections to ensure adherence to regulatory norms and safety standards.
* Coordinating with Transporters, Courier Companies, Hydra Machines , Housekeeping Vendors, Water Suppliers ,Fire Fighting Vendors & Forklift Suppliers as In-charge of logistics operations.

**PROFESSIONAL EXPERIENCE**

**Since Sep’18 – Till Date Assistant Manager Warehouse with Education Services Organisation (Amity University), Delhi NCR**

**The Role**

* Coordinating with Transporters, Courier Companies,,Housekeeping Vendors,Fire Fighting Vendors, Publishers.
* Planning systematic proper available distribution matrix in respective WH.
* Ensuring timely delivery of stock by proper planning of vehicle at respective warehouse location.
* Passing timely bill of TPT / Courier & Infrastructure’s & generating complete MIS for entire primary & secondary TPT costing.
* Currently Managing Warehouse Of Amity International School and Amity Global School at Noida Warehouse includes receiving of Goods (Books / Stationeries / School Uniforms) / Inventory Control / Despatching as per Order received & STN received from Users & Auditing with 100% accuracy.
* Coordination with School Staff for their Requirement time to time full at earliest.

**Since Mar’07 – Oct’17 Warehouse Executive with Reliance Communications Limited, Delhi NCR**

**The Role**

* Coordinating with Transporters, Courier Companies, Hydra Machines , Housekeeping Vendors, Water Suppliers ,Fire Fighting Vendors & Forklift Suppliers as In-charge of logistics operations.Negotiating & finalising transportation / courier & infrastructure rates.
* Planning systematic proper fleet & allocating respective TPT at available distribution matrix in respective WH.
* Ensuring timely delivery of stock by proper planning of vehicle at respective warehouse location.
* Passing timely bill of TPT / Courier & Infrastructure’s & generating complete MIS for entire primary & secondary TPT costing.
* Currently Managing Faridabad Warehouse includes receiving of Goods / Inventory Control / Despatching as per Order received & STN received from Users & Auditing with 100% accuracy.

**The Highlights**

* Awarded for Outstanding Contribution the Area of Commercial Q-3 2015 in Delhi Circle.

**Dec’04- Feb’07 Assistant Manager with Robinsons Air Services, Mahipalpur, New Delhi**

**The Role**

* Coordinating and managing the transportation of finished/refurbished/faulty goods.
* Planning the movement of goods and processing the bills of vendors like transporters, etc.
* Making timely billing to customers & following up with payments.

**The Highlights**

* In-charge of logistics operations and successfully handled activities related to Warehouse Management, Vendor Development, Order Processing, Route Planning and Inventory Control.
* Coordinated Delhi, Chandigarh, Punjab, H.P., Uttranchal & UP Regions of Tata Teleservices Project.
* Successfully conducted the audits of warehouse from time to time.
* Join as Senior Executive and Resigned as Assistant Manager.
* Awarded for Dedication , Loyalty & Outstanding Performance (The Best Employee for 2005-2006).

**Jan’03- Dec’04 Shift Manager with CWCL (Continental Warehousing Corporation Limited) Ghaziabad, U.P.**

**The Role**

* Coordinating and managing the transportation of finished goods.
* Planning the movement of finished goods.
* Ensuring that the required consumables are always available so that work goes on un-interrupted.

**Jun’98- Dec’02 Executive- Warehousing & Distribution with Expeditors International (USA-MNC)**

 **Kapashera, New Delhi**

**The Role**

* Receiving the exports shipments in the warehouse.
* Conducting physical counting of cargo and executing measurement / weighment / sorting of purchase packaging order wise.
* Managing the storage of shipments location wise / purchase order wise.
* Preparing Export Cargo Receiving Note & E-Mail for airline planning.
* Airline marking on each package of shipments (MAWB/HAWB/No of Packages/Weight of the shipments).
* Maintaining all updated information of incoming/outgoing movement in systems (Daily Inventory Report).

**The Highlights**

* Effectively coordinated with:
	+ Air-Export & Shipper / Transporters for Pick-up of Export Cargo Shipments.
	+ Transporters for outgoing dispatches on daily basis & bill processing at the month-end.
	+ Air-Export for outgoing movements.
	+ Air-Export Staff & Customer Service for outgoing movement / transportation details.

**Distribution Project handled with Major Customers from 1998 to till date:**

|  |  |  |
| --- | --- | --- |
| Distribution Customers | **Distribution** | **Products** |
| Lifespring (Total Care Private Limited) | Logistics | Cosmetics / FMCG |
| India Pistons Limited | Logistics | Automobiles |
| Acer India Limited | Logistics | Computers & Hardware Products |
| Reliance Communications | Logistics | Telecommunication |
| Tata Teleservices | Logistics | Telecommunication |

**ACADEMIC CREDENTIALS**

**Bachelor of (Arts)** from Delhi University in 1998.

*(Correspondence - North Campus)*

**Professional Course**

* **Inventory Course** from IIMT-Chennai in the year 2005.

**Computer Skills**

* Well versed with **MS Office & SAP Applications.**

**PERSONAL DETAILS**

Date of Birth : 05th February 1976.