**BIBHUTI**



Warehouse Operation and Logistics Professional

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**SUMMARY**

An enthusiastic Logistics and Warehouse Operation Manager with drive determination and a proven ability to oversee the efficient receipt, storage and dispatch of a wide range of goods. Having the necessary management skills required to administer, improve and develop a warehouse to achieve maximum efficiency, effectiveness and quality of service. A Hardworking, pro-active individual with an upbeat positive attitude, who also has extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.

**WORK EXPERIENCE**

2019 – 2019 **Deputy Manager- Logistics** (Feb 2019-Nov. 2019)

This company provides one-stop business solutions by integrating different modes of transport throughout the world and warehouses control your whole supply chain as your partner. Providing high grade 3PL services as an integrated logistics company. We have an abundance of assets and know-how from long time experience.

* Vast experience of managing 3rd party warehouse operation and logistics service.
* In-depth knowledge of the relevant 5S, Kaizen and Health & Safety in warehouse operation and logistics.
* Minutely monitoring and overseeing all operational areas of logistical and warehouse Operation.
* Provide strong and supportive leadership to all staff who work in my team.
* Regularly coming up with new & effective ways of making the SOP, PI scheduling, storage and distribution process to get the more effective.
* Working with multiple customers at the same time and leading KPI review meeting with customer.
* Responding to all customer complaints or queries in an efficient manner.
* Visiting key clients to build relationships and leading KPI review meeting to identify their key needs.
* Actively managing subcontractors to ensure that they perform in line with their contractual agreements.
* Supervising the completion of all checks and documentation required by law.
* Comprehensive understanding of the complex systems of inventories, delivery times, costs and personnel management.
* Able to quickly understand a company’s operational systems and provide input for the development of future systems.
* Financial understanding of budgets, cost control and financial levers.
* Writing up accurate reports for senior managers on any losses and gains.

2015 – 2019 **Assistant Manager– Warehouse Operation**

This company provides fully integrated Logistics services (3PL) to customers for all India, working in tandem with the extended arms. It is imperative to keep a strong logistic & supply chain system.

* Managing day to day warehouse operation by effectively managing the warehouse in-charge, supervisors, leads and all warehouse workers.
* Managing the end to end Warehouse Operations and Logistics Management for North region.
* Overseeing all administrative responsibilities of North region and resolving problems of concerning warehouse operations, delivery, transportation, logistics and customer issues.
* Collaborate with other departments for Outstanding Payment, Billing submission on time, customers issue etc.
* Continuous efforts to manage the all warehouse Cost, Productivity of manpower, inventory Accuracy and ensuring safe working environment at the warehouse.
* Ensuring to implementation of 5S, Kaizen and 5R mythology in warehouse operations.
* Making the Inbound & Outbound process (SOP) according to customers operation, PI scheduling, Inventory and shrinkage control.
* Responsible for monthly P&L preparation and control the operation expenses under the budget.

2011- 2015 **Assistant Manager– Warehouse Operation**

It is India’s leading retailer that operates multiple retail formats in both the value and lifestyle segment of the Indian consumer market. Reliance Digital offers complete range of Consumer Durable & Information Technology products.

* Effectively manage the day to day warehouse operation to meet organization goals.
* Providing the leadership role within operation and integrating functions to ensure the quality of work and when introducing the new quality systems and technologies.
* Monitoring for all material related communication from HO to Stores of north cluster, and resolving the material related all issues (STO, SIT, GRDC, RTV, Vendor Invoice, GIT etc.) with help of HO concern.
* Supervising to maintain 100% inventory accuracy, 0% SIT and ensure 100% SOP adherence. And make a team work environment at warehouse.
* Tracking Inbound, Outbound and Institutional deliveries and make sure to complete the same without any discrepancy within given time frame.
* PI scheduling and Inventory Controlling, maximum space utilization.
* Ability to understand the complex service delivery issues.

2007 – 2011 **Logistics Assistant**

India’s leading retail chain and operates multiple values and lifestyle segment of Indian consumer market.

* Checking and organizing the materials in the racks and effectively manage shelf space. Make sure that the space allocated for each item is sufficient to display and holding stock for a desired period.
* Executing and following up the STO to deliver the products on time at all stores.
* Responsible for the distribution of all sold product to customer in different area for home delivery.
* Checks the products availability, goods received report, and stock in-out on daily basis and ensure the all stock movement registers are maintained.
* Daily tracking of all consignment, documentation, mailing thru Outlook Express.
* Processing SO (sales order), RSO (reverse sales order), STO (stock transfer order), and making Tax Invoice in SAP.

**EDUCATION**

* MBA in Logistics Management from National Institute of Business Studies-Delhi, India (Distance) - 2009.
* Bachelor of Arts in History Honours – 2002.
* 12th in Math and Science – 1996.
* 10th in Math and Science- 1994.

 **Computer Proficiency**

* Good Knowledge of MS Office, PowerPoint, Internet and emailing.

 **Competency**

* Adapt well to change in any environment.
* Friendly with an upbeat attitude.
* Ambitious, smart worker and committed to excellence.

 **Skills**

* SAP as an user.
* Strong Communication skill.
* Strong Numerical and Analytical skill.
* Team Player.
* Sound Decision- making.
* Adaptability.
* Accountability.
* Good Interpersonal Skill.
* Negotiation and Cost Controlling

 **Personal Details**

* Date of Birth : 18/01/1980
* Marital Status : Married
* Sex : Male
* Nationality : Indian
* Languages : English & Hindi
* Hobbies : Listening Old Music

 **Declaration**

I confirming that the information provided by me is true to the best of my knowledge and belief.

Date:- Signature

Place:-