SAURABH



**Logistics/warehouse manager**

Email: saurabh.374559@2freemail.com

**Career Objectives**

An enthusiastic logistics and transport professional with highly developed negotiation

skills and highly adaptable.

**SYNOPSIS OF ACHIEVEMENTS**

**Logistics Management**

* Comprehensive knowledge of logistical procedure and processes.
* Identifying safety compliance issues. Identifying and quickly resolving stock discrepancies that may occur.

**Professional**

* Turning every challenge into an advantage.
* Analyzing business data and drawing logical conclusion.
* Numeric and able to demonstrate an understanding of basic accountancy.

**Personal**

* Capable of resolving differences without conflicts.
* A willingness to gain professional or technical knowledge.
* Constantly striving for continuous improvement

**Career History**

Have an experience of more than 5 years and 9 months in warehouse, logistics departm ent and inventory management.

**PROFESSIONAL EXPERIENCE**

**Gopaljee Dairy Foods Pvt. Ltd. (RSD Group)**

**Logistic Manager**

* On the first stage logistics department have to collect raw milk from 30 chilling ce ntres which is situated in different locations in entire Uttar Pradesh. There are 70 milk tankers of different loading capacities 6000ltr to 25000ltr.
* Logistics team track each tanker by the online tracking system is installed by the company.
* The whole tankers movement schedule by logistic department. Coordinate on ph one call 24x7.
* Diesel issue as per agreement.
* MIS report which includes inland time, loading time, and unloading time. Diesel c onsumption per vehicle.
* MIS operation costing per ltr.
* Hire local transportation for FGS products. Bargaining.
* Directly coordinate with Distributors and SS.
* Daily fresh stock dispatch in time limit. Maintain vehicles coordination, temperat ure, time.
* Invoice generates as per demand. Fresh Material management.
* Payment and bills handling of Diesel filling centres and transporters.

**Luxuryy Cosmeticss LLP.** (From May 2015 to March 2017)

**Warehouse Manager**

* Been attached with company from 1st day . Help to establish the company, from company registrations to till routine work.
* Handling PAN India warehouse operations, inventory management and logistics.
* Daily dispatching of stock to all states with complete documentations and entry form, on bases important documentation.
* Need to handle third party logistics firm company dealing with, as like OM logistics and Godara Roadways on daily routine bases of stock inventory, logistics and payments.
* Prospect for potential new clients and turn this into increased business.
* Meet potential clients by growing, maintaining, and leveraging our network.
* Research and build relationships with new clients.
* Submit weekly progress reports and ensure data is accurate.
* Ensure that data is accurately entered and managed within the company’s MIS or other sales management system.
* Ensure all team members represent the company in the best light.

**BQ INDIA PVT LTD.** (from Nov. 2012 March 2015)

**Warehouse Manager**

* Provide supervision to 20 employee warehouse team. 1 central warehouse and 9 branch warehouse in different location in other states also.
* Offer proper management to the 1200 square feet warehouse along with 8 bays.
* Provide necessary scheduling for all staffs.
* Organize various negotiations, inventory controls as well as breakages.
* Provide administration for daily stock inward and outward for each branch and from Central warehouse to other branches warehouses.
* Manage receiving, shipping and distribution procedures by coordinating processes and labor

Ensures safeguarding of warehouse operations by monitoring procedures and protocols

Control inventory levels and issue work orders with three different procedure

* Reorganized the invoicing system by employing technology and reducing paperwork
* Maintaining the Good receive notes (GRN) according to sale and sale return in daily routine.

Maintain the appearance of the warehouse by employing aesthetics and logistics Ensure that productivity targets are met constantly

Ensure quality and quantity of received and shipped goods

**Warehouse Executive (Laxmi General Store)**

* Loaded and unloaded trailers

Assisted in ensuring the quantity of received goods

Moved materials from the receiving deck to the storerooms Attached identification tags as required

Packaged outgoing shipments according to instructions provided Removed damaged products and notify supervisor

Assisted in filling requisitions and work orders

**Sales and inventory Executive (Subhiksha Pvt LTD.)**

* Order the stock directly to Nokia, Samsung, Sony Ericson etc.
* Counter sales
* Manage the stock inventory daily routine
* After sales service
* Mobile Schemes and second hand mobiles exchange offers.
* Cash handling and submit to outlet accountants on daily routine

**EDUCATION**

* 10th passed from CBSE Delhi
* 12th passed from CBSE Delhi
* Pursued B.B.A from Jamia Hamdard University(2010)
* ADCA (Advance Diploma in Computer Application)

**Computer Programming Skills**

* Practiced Office Package: Microsoft Word, Microsoft Excel, Microsoft Access
* Practiced Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista

**PERSONAL DETAILS**

**Date of Birth**: 16 OCTOBER 1987

**Languages known:** English ,Hindi

**Nationality:** Indian

**Marital Status**: Married

I hereby declare that all information furnished above is true to best my knowledge and belief

**Saurabh**