

Saleem Khan

Contact: +91 9802275254 E-mail – saleem.khan020@gmail.com

SCM Professional

Supply Chain Management, Demand & Distribution Planning, Material Management, Logistics Operations, Process Improvement, Inventory Handling, Vendor Collaboration, Project Management, Organization & Team Building and Cost Optimisation.

- **Diligent professional with over 4.5 years of experience in Logistics & Warehouse Operations with exposure in Operations**, Team Management, Material handling and Inventory spearheading.
- **Solutions oriented approach with excellent relationship management skills**, successfully and consistently delivering responsibilities in the domains of Warehouse Operations, Logistics Management, Inventory Control and Stock Maintenance.
- **Professional competencies in streamlining procurement and supply chain processes**, Adept in developing effective Procurement Strategies and Policies to achieve optimum cost of goods and services and overall procurement functions within the required time, budget and quality standards.
- **Expertise in handling multiple responsibilities and achieving desired results as per the benchmark** set by the organization adept in developing and ensuring customer satisfaction by maintaining on time in Full (OTIF) Process for customers.

CORE COMPETENCIES

SupplyChain Management, Fulfilment Centre Management, E-Commerce Order Management, Inventory Management, Vendor Management, Budgeting & Cost Optimization, System Implementation, Asset Management, Team Building & Leadership, MIS Reporting & Documentation, Crisis Management.

PROFESSIONAL EXPERIENCE

Masterchow Foods Pvt Ltd - New Delhi

Jan 2023 – Till Date

Deputy Manager (Operations and Logistics)

- Handling PAN India warehouses which include 3PL & company's warehouses.
- Managing team of 60 employees directly & indirectly both.
- Coordinating with all the stakeholders & managing day to day operation.
- Planning daily routine of warehouse according to the urgency of the orders of B2B & B2C.
- Inventory planning & coordination with production, sales & purchase team.
- Executing 1500+ orders from all the warehouses.
- Implementing SOPs for all the warehouses.
- Contributing my plans and new ideas with Top management.
- Overview the preparation of the production plans to ensure the plant meets the service fill rates net

- requirements and other plants Metrics.
- Analyzing and increasing the manpower productivity to reduce manpower cost.
- Cost provisioning and controlling of costs on actual.
- Participated in materials requirements planning and inventory forecasting for long term equipment depreciation, which improved the accuracy of purchasing budgets by 90%.
- Implemented supply chain continuous process improvements that boosted supply chain efficiency.
- Reconcile the COD remittance.
- Coordinating with technical team for integration of logistics and warehouses software.
- Lead the continuous improvement of supply chain inventory, warehouse operations, and logistics while cultivating relationships with partners and suppliers
- Develop and implement effective supply chain strategies, improving on-time delivery performance from 80 to 95%, (SDD and NDD deliveries).
- Planned activities to streamline supply chain with other functional areas to grow the business under strong competition.
- Handling the entire logistics solution from budgeting to cost analysis and making provision on monthly basis.
- Development and negotiations for new logistics vendor to control/reduce logistics cost for B2B and B2C orders.
- Monthly POD and logistics bills audits and payment processing for more than 10 vendors.
- Alignment of vehicles for stock transfer and retail/distributor deliveries - Tata Ace, Bolero pickup, 17Ft, 22Ft (Closed body containers).
- Managed to deliver 95% of the B2B shipments within TAT considering the PO expiry.
- Developed a new vendor for delivery of Amazon Shipments without appointment charges.
- Managed FBA inventory and fulfilment.

AAJ Enterprises, Dasna and Kundli

Oct 2021 to Dec 2022

Logistics Executive – KAM (Multiple Warehouses and Clients)

- Managing and planning daily dispatches from multiple warehouses.
- Leading the execution of order dispatches with timely alignment and pickup from logistics partner.
- Managing 6+ Clients at a time and handling PAN India shipments.
- Handling and working with more than 10 logistics partners for on time deliveries of consignments.
- Processing more than 1500 orders every day for PAN India.
- First mile and last mile tracking of shipments dispatched on daily basis (PAN India).
- Monitoring the handling of logistics partner, Implement and monitor strong SOPs to reduce Pilferage/Damage.
- Cost provisioning and controlling of costs on actuals.
- Redesigning the logistics network line with as per business requirements and optimizing logistics cost.
- Manage secondary transport for last mile deliveries with 10 vehicles and monitoring Transporter Performance, closely monitor the OTD and TAT.
- Managing dispatches via train for timely delivery for serviceable pin codes.
- Preparation of client wise daily MIS reports with detailed tracking of all dispatched shipments.
- Monitoring and tracking reverse pickups from PAN India location.
- Monitoring timely POD audits to settle claims with logistics partner (if any).

- Preparation of client wise monthly logistics performance report and managing more than 90% on time deliveries.
- Managing timely deliveries for North East Region with selection of correct logistics partner.
- Helping in reconciliation of monthly dispatch data for logistics billing audits.
- Collaborating with Planning & assurance team for timely placement of vehicle for merchant 's orders.

Krishak Seed Plant, Fatehabad

Oct 2019 to Aug 2021

Warehouse Incharge

- Managed warehouse activities (1.5 Lac sqft area).
- Handled a team of 50 associates.
- Managed more than 30 vehicles movement daily.
- Ensures to connect each vehicle timely to the next destination Local and other State.
- Oversee primary & secondary and on time connection activities.
- Overall warehouse operational requirements by scheduling and assigning employees, following up on work results.
- Discrepancies verification and resolution.
- Coordinates with Line haul team for timely vehicle arrangements to meet the connection and cut off.
- Measure for accuracy and speed.
- Analyzing and increasing the manpower productivity to reduce manpower cost.
- Maintain the warehouse hygiene level by keeping 5s in daily shift wise schedule.
- Train and monitor staff in standard operating procedures and safe work practices.
- Conduct periodical warehouse audits and highlight results to the management.
- Discussion with SM and DM for any shrinkage or excess in the store and rectify issues.
- Supporting store team in inventory accuracy by supervising personally.
- Coordinating with stock take team for aligning the quarterly and yearly stock take activity at stores and discussion before finalizing the shrinkage or excess at store.
- Makes daily dashboard after closing for the day and flash it with all stake holders.
- Handling inventory, ensuring uninterrupted supplies, monitoring, and supervising team at warehouse level.

ACRO HR Solutions, Noida

Aug 2017 to Sep 2018

Onboarding Specialist

- Handling paperwork and documentation.
- Handling payrolls for candidates.
- Daily MIS sharing with clients.
- Monthly Reports handling and meetings.
- Weekly audits and client handling.

Educational & Professional Credentials -

B.Tech (Mechanical)

RPIIT, Karnal (Affiliated to Kurukshetra University, Kurukshetra)

12th (Non-Medical)

Kendriya Vidyalaya, Panipat

10th

Kendriya Vidyalaya, Panipat

Computer Proficiencies.

WMS, EasyEcom, Windows, MS Office Tools (Word, Advance Excel and PowerPoint), and Internet Applications.

Hobbies & Interest.

Traveling, Photography, Mimicry, Listening to music, Playing Badminton & Cricket.

Strength.

Pleasing Personality, Self-driven and Confident Fast Learner and adaptive to Changing Environment.

Personal Details.

Date of Birth – 20th June 1993

Permanent Address – B-155, N.F.L Township, Panipat (Haryana)

Marital Status – Married

Language Proficiency - Hindi & English