

Pankaj Kumar Singh



Village-Suara

Post---Karma

District—Rohtas

State—Bihar

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OBJECTIVE:

- A Dedicated Supply Chain Analyst and Warehouse Manager Working Knowledge of SAP S/4HANA Sales and Distribution(SD) /Material Management(MM) and Transportation Modules (TM) and Good Working Knowledge of Advance MS Excel with 12 years of Experience in Warehouse Logistics. Proven track record in maintaining ideal inventory levels and making timely transportation arrangements. and together Strong emphasis on factors like Freight Optimization. Looking for a similar job role in a reputed an MNC and Logistic Company.

Key Skills:

SAP S/4HANA RISE and Advance MS Excel

SAP S/4HANA 1809 Production System, Knowledge of SAP Modules- SD, MM & TM and Good Working Knowledge Advance MS Excel.

Interest of Area: Logistics & Supply Chain Management, Billing, Distribution, Warehousing, Inventory Management

Current Profile:

Gulf Oil Lubricants India Limited- Patna

Designation: Depot Officer

Presently working with M/S Gulf Oil Lubricants India Ltd. as Depot Officer , from Dec 2011 (A Hinduja Group Concern Which Allied Companies are Ashok Leyland, IndusInd Bank), In Patna Mother Warehouse.

Key Responsibility:

Full Responsibility of Inbound & Outward, Indenting & Forecasting of Stocks, Order Receipt from Dealers and Distributors, Order Creation & Execution and Supply to customer within time line without variance. Inventory Management, Essential Report Generating, Monthly stock reconciliation, Verified Document of Incoming & Outgoing shipment,

My Job Profile:

- ✓ Manage Total Inward & Outbound (Receipt & Dispatch) under Warehouse Operations System.

- ✓ Indenting and Forecasting Stock for Monthly closing as customer required.
- ✓ Generate All of Type MIS Reports. Like that Inbound and out bound Report, Order Tracking report.
- ✓ Prepare to SM/NM liquidation Plan.
- ✓ Define Space for Stacking Material in warehouse easy traceable on the time of despatch.
- ✓ Arrange Vehicle for Material Dispatch. Coordination with Transporter & Courier Service Agent for Proper Dispatch of Material at final Destination within timeline.
- ✓ Effective resolution of all customer queries, request received through Mail, Telephone, as per prescribed guidelines & coordination with other circles, business units or distributors for the same wherever required.
- ✓ Physical Stock Verification for All Material.
- ✓ Preparing Sales Order, GRN, Invoice, DC and STN of Outgoing Material and also make E- Waybill for Supply of Billed Material at Final Destination.
- ✓ To Maintain all Stores records receipts, issues, return, rejected, expiry stock.
- ✓ Management & Control of all activities in the warehouse.
- ✓ FIFO & 5S implementation in Warehouse
- ✓ To insure all materials are in their proper place with Stacking Norms, and segregated properly.
- ✓ Overall responsibility of safety & security of the manpower & material
- ✓ Overall responsibility of maintaining inventory records in Sap System
- ✓ Responsibility of Audits from internal and external agencies
- ✓ To prepare all dispatch documents and arrange for Safe, secure and timely delivery of finished goods.
- ✓ To carry out physical stock verification of all finished goods, every month and report the RLM.

Inference Logistics

C/O Allied Shipping & Packing Pvt Ltd

Chhaterpur 481, PNB Road Chandanhulla

New Delhi -110074

Designation: MIS Executive.

Job Profile:

Working as MIS Executive from NOV.2008 TO FEB 2011 in M/S ALLIED SHIPPING & PACKING PVT LTD WAREHOUSE. (Aircel Network Project) **Responsibility:**

Order Tracking, Billing and Dispatch, Stock Indenting and forecasting, Inventory Management, Essential Report Generating, Monthly stock reconciliation, Customer Focus and Transportations.

Technical Support:

- Working as MIS Executive Preparing all kind of Reports
- GRN Delivery Posting, Billing, Stock Return, Stock Transfer
- Have well command for Stock Reconciliation – 550 SKUs
- Well Knowledge of Inventory Control.

Non-Technical Support:

- **Execution** of Warehouse operation according to Standard Operation Procedure (SOP) to carry out smooth and uninterrupted operation

- Managing employees of the current location
- Relationship management with other branches
- Maintaining inter-department communication
- Relationship Management with the corporate customers
- Well knowledge of Customer dealings
- Providing entire documentation regarding issue, receipt, site return, stock transfer of materials etc

Father's Name			Mr. Birij Bihari Singh	
Date of Birth			20th March'1986	
Nationality			Indian.	
Languages Write & Speak			English, Hindi	
Marital Status			Married.	
Educational Qualification				
SR No.	Standards	Board/University	Marks	Division
1	Matric	BSEB Patna	397	Second
2	I.Com	BSEB Patna	408	Second
3	B.Com	Magadh University Bodh Gaya	715	Second

Current CTC 645,894.00Take Home Monthly Rs.48804.00

Expected Salary Negotiable.

Hobbles Listening Soft Music

Tour of anywhere. Watching Cricket Match

Date:

Place: Patna

Signature

(Pankaj Kumar Singh)