

# Karan Anil Badakh

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## Professional Summary

Results-driven Dispatch Executive with expertise in logistics, inventory control, and supply chain optimization. Proven ability to enhance operational efficiency, reduce costs, and improve customer satisfaction through strategic planning, data-driven decision-making and standardize to contribute to the success of an organization.

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## Experience

### *Nirmiti Precision Pvt Ltd | Nashik, Maharashtra | Dispatch executive April 2022 – Present*

- Managed daily dispatch operations, ensuring timely and accurate delivery.
- Coordinated with transporters and logistics partners to optimize shipment schedules and reduce delays.
- Monitored inventory levels and worked closely with production/QA teams for efficient stock movement.
- Prepared and maintained dispatch-related documentation, including invoices, challans, EWay-bill & customer portal ASN.
- Communicated interplant customer delivery schedules and statuses to enhance transparency.
- Developed and maintained strong relationships with customers, vendors, and internal teams.
- Analysed sales data and dispatch reports to identify trends and improve efficiency.
- Implemented process improvements that enhanced operational efficiency and reduced costs.
- Maintained accurate records of shipments, sales orders, and invoice acknowledgments.

## Education

- **Bachelor of Computer Applications (BCA)**  
Savitribai Phule Pune University | CGPA: 7.79
- **Higher Secondary Certificate (HSC)**
- Arts, Commerce and Science College, Sonai | 85.67%

## Key Skills & Competencies

- Sales Coordination & Order Management
- Dispatch & Logistics Operations
- Inventory & Stock Management
- Supply Chain & Distribution Planning
- Reporting & Data Analysis
- Leveraging AI tools to optimize operational workflows

**Technical Skills**

- ERP Software (finsys)
- Advanced MS Office Excel
- Power BI for Data Visualization & Analytics

**Extracurricular Activities & Initiatives**

- Preparing Monthly, Day wise sales plan, Sales review.
- Sales function SO Booking, Order acceptance, pending order Review, Forecast data.
- Post Invoicing GRN reconciliation, Payment Tracking.
- Pricing of product / revision of rate (Preparing Credit & debit notes).
- Competitor's analysis
- Budget (transport, manpower, resource & consumable).
- Implementing a proper system for material accounting & handing from store to various location.
- RYG (FG goods, RM, BOP).
- Planning of BOP material for the slider, frame and Press shop.
- MIS action plan, OTDF, KPI, FG DI
- PPC (Production Plan A & B, sales forecast analysis, Capacity Planning, Inventory management (RYG), Coordination with Procurement, Dispatch Planning)
- Store (Material Receiving, GRN (Goods receipt Note) Preparation, Storages & Stacking (FIFO & LIFO, Kanban), Issue of material (ERP), Stock Auditing (Min & Max level), Safety & Compliance)
- SCM (Supplier Management, Procurement Planning, Logistics & Transportation, Cost Optimization, ERP & Data Management, Risk Management)
- Purchase (Purchase Order (PO) Processing, Price Negotiation, Order/ Schedule Tracking and Follow-up, Contract/ Agreement Management).

**Personal Information:**

Expected Salary: Negotiable

**ACHIEVEMENTS:**

- Achieved consistency in OTDF up to 98 %.
- Achieved customer monthly SDR with “A” grade for on time delivery, MDN, ASN communication
- ZERO MDN (Material discrepancy) at customer End.
- Implementation in finishing goods packing standards, help to increase & improve packing quantity /quality.
- Have implemented effective solution for reduce the manpower cost.
- Maintain FG DI inventory up to 90% with FIFO system.
- Achieved minor variance in stock-take.
- Implementation of ERP system.
- Achieved cost saving in transportation cost up to 15 % in Nirmiti precision.
- Achieved cost saving in manpower cost up to 13 % in Nirmiti precision.

Date:

Place: Nashik

Signature