

Curriculum Vitae

Name : **Ajit Singh**
Position : **Warehouse Manager**
Address : MM D-1 454 LDA Colony Kanpur
Road Lucknow 226012
Date of Birth : 23 October 1989
Total Experience : 15 Years
Nationality : Indian
Education : Bachelor of Arts
Mobile : 8090359004
Mail ID : ajit.singh200@gmail.com

Summary:

Ajit Singh has more than 15 years of professional experience in Warehouse Management with independent projects management, including resources management with effective and efficient manner. Highly focused with a target-oriented logistics professional, and the supply chain. Boasting a consistent & proven track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing performance, all to tight time scales.

Scope of Work:

- Inventory & Data reconciliation.
- Aging & Liquidation.
- Location management.
- Identifying variances.
- Distribution Planning.
- Operation Management.
- Customer relation.

Employment Record:

June 2019 - till date : **Colliers International India Property Services Private Limited.**
Designation : **Warehouse Manager**
Location : Lucknow
Job Responsibility : Responsibility for coordinating & supervising all Warehouse activities also responsible for the customer service, inventory control and profitability of the facility. Prepare Daily / Periodical MIS i.e. Goods Received TAT, Goods Dispatched TAT, Inventory Visibility PV report, Stock balance, Transport pending details, Discrepancy, Ageing stock, Stock transit & in / out transit. Complete all necessary records and reports in a timely and accurate fashion. Supervise and coordinate unloading of inbound shipments, orderly stacking of product, and the Picking and staging of outbound shipments in accordance with the highest possible levels of Productivity. Verify required inbound/outbound paperwork with transporter & courier, ensuring, that all Product is properly counted. Optimum utilization of SRN Material. Coordination Logistic, Warehouse & field Engineers with data management

May 2017 - June 2019 : **M/S IMSI (India) Private Limited. Deployed At Nokia Solutions Networks Pvt. Ltd.**
Designation : Logistic & WH Coordinator
Location : Lucknow

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Job Responsibility : Post RFAI(Ready for Active Installation) Request Processing. Plan to provide the material at site as per RFAI. Dispatch & logistic part co-ordination. Reconciliation Of material with dispatch Vs Installation Vs Integration, as per site wise. Optimum utilization of SRN Material. Coordination Logistic, Warehouse & field Engineers with data management. Working with supervisors to improve staff performance. Plan to provide the material at site as per RFAI. Complying with all Health, Safety and Environmental standards. Keep unauthorized persons out of the warehouse. Developing and implementing SOPs for the warehouse.

May 2015 - Apr 2017 : **M/S Tekcare India Pvt Ltd a group of Videocon Industries Limited**
Designation : Branch Store In-charge
Location : Lucknow
Job Responsibility : Doing the Part-to-Part Replacement of ASC (Authorized Service Center). Daily working on Component not available (C NA) calls & arranges the material from national hub & other locations on urgent basis. Daily sending the MIS Report to Zonal office regarding C NA report & defective material. Weekly sending the Physical Stock Verification Report to Corporate Office. Dispatching the defective material to the Central Ware House. Doing the reconciliation of ASC & Engineer material on weekly basis for doing smoothly working. Billing the Spare Parts to the dealer & one-time customer. All running spare part MSL should be maintained in store. All spare part should be submitted in store on timely which we issued on loan to the company engineer.

Dec 2012 - Apr 2015 : **M/S Team Lease Services (P) Ltd Deployed At Carrier Air-Conditioning & Refrigeration Ltd.**
Designation : Commercial Executive
Location : Lucknow
Job Responsibility : Managing the spare part inventory and raising the indent for required part, Responsible for AMC billing, Spare part billing and proactively inform the service team for pending in credit/level for order clearance. Generation of MIS/Sale Register for different parameter like spare's billing, machines and warranty and advance replacement, Reconciliation with franchise/dealer for part pendency and duly signed the account statement quarterly for better relationship.

Feb 2008 - Nov 2012 : **M/S Adecco Flexione Workforce Solutions Ltd Deployed At Drive India Enterprises Solution Ltd**
Designation : Warehouse Executive
Location : Lucknow
Job Responsibility : Responsible for coordinates and plans the warehouse storage and distribution of the products and materials. Engaged in transportation, receiving, storing and testing of Goods. Supervise and coordinate unloading of inbound shipments, orderly stacking of product, and the Picking and staging of outbound shipments in accordance with the highest possible levels of Productivity. Verify required inbound/outbound paperwork with transporter & courier, ensuring, that all Product is properly counted. Prepare Daily / Periodical MIS i.e. Goods Received TAT, Goods Dispatched TAT, Inventory Visibility PV report, Stock balance, Transport pending details, Discrepancy, Ageing stock, Stock transit & in / out transit. Complete all necessary records and reports in a timely and accurate fashion.

Languages Proficiency

	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Excellent

(Ajit Singh)