

Rahul Shrivastava

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Career Summary

Expert Depot Incharge bringing 10+ years of expertise in Logistics and Warehouse Industry. Effectively manages assignments and team members. Dedicated to self-development to provide expectation-exceeding service.

WORK EXPERIENCE

Depot Incharge

PREMIER IRRIGATION ADRITEC

PVT LTD, Mumbai (Dec '21 –Till Date)

Responsibilities:

- Directed daily depot operations, managing a team of 4 employees, including warehouse staff, drivers, and administrative personnel.
- Regularly monitored and reviewed key performance indicators (KPIs) to identify areas for improvement, consistently exceeding set targets.
- Responsible for Inventory Management, Inward & Outward Management
- Responsible for generating MIS Reports and other reports required on day to day basis
- Implemented technology solutions, including Tally software, to streamline depot processes.

Warehouse In-charge

Emami Limited, Mumbai

(Nov '15 – Nov '21)

Responsibilities:

- Natural Skin Care & health Care Product) (3PL Pukhraj Logistics), As a Warehouse In charge, Job Profile: (SAP SD MODULE)
- Free Sample Material, Sales Returns, Creating Invoice Summary
- Prepared Daily sales Report & monthly report send to BO Mumbai SCM & Sales Team
- Daily basic made SGRN Billing, STN, LOGSHEET, Executing Go down Activities i.e
- Making Goods
- Inward, Goods Outward
- Maintaining Summary, Maintaining Stock Operated in SAP
- Daily basic call to our local dealer for informs his Dew of Payment mode & cheque status, Dealer
- Payment Ledger updating, monthly account statement send to our dealer & CN/ DN

- Managing Transportation & Administrator
- Follow up to Distributors for SLA.

Warehouse Supervisor

Origin Logistics Pvt Ltd, Kansai

Nerolac Paints Ltd (Feb '13 – Dec '14)

Responsibilities:

- Maintaining more than 4000 SKUs & more than 2000 slow moving SKUs (Projected for 3000 SKU's) having 2 major department
- Data Integrity, Upkeep and Maintenance of the Stock of Incoming material, Replenishment and Outgoing material
- Implement the FIFO System for all the material in stock and monitoring the non moving stock and thus highlighting the same to the Management
- Work closely with other departments like Category (Purchase) and Dispatch to define thus achieve Key Improvement Indicator targets
- Coordinate with relevant departments to ensure the destruction of the waste material as per the pre defined cycle
- Raising the Dispatch Advice for the material that is ready for shipment
- Inventory Management of various picking & packing material
- Handling to all purchase return stock & back from the supplier
- As per our term & condition Manpower Management Proper Training to all operational staff regarding process and procedure
- Warehousing
- Proper stacking of material to utilize space of warehouse properly
- Ensuring the material movement of priority, thru proper arrangement of vehicles
- Proper planning of loading and unloading of the material in the Vehicles to utilize the full capacity
- Ensure proper loading and unloading to avoid damages material.

Computer Operator

Asian Paints Ltd, CFA K (Oct '09

– Dec '13)

Responsibilities:

- Responsible for Identification of suppliers, manage supplier relationships, supply chain management & etc
- Warehouse Management:-material management, Transportation, dispatch of materials, Processing bills, Monitor Minimum stock level
- Inventory:-Daily Activity Reports, Material received, Stock Ledger Updating, Defective Material Update Entry, and Returnable Material Cumulative File Entry
- Training and Development of workers for various operations like packaging, binning,

picking, packing, cycle counting, housekeeping, maintenance, safety etc

- MIS Reports: Daily Material Receipt Report
- Daily our various store Dispatch Report
- Pending Dispatch BBND Report Rejection Material Dispatch Report
- Daily SGRN Report

TECHNICAL / PROFESSIONAL SKILLS

- Operating System
MS Dos ,Windows 7, NT Professional, Windows XP, hands on experience on
SAP (MM Module)
- Logistics and Warehouse Management
MS-Office (Word , Excel, Outlook & Power Point), E-Mail , Internet,
SAP SD MODULE
- Supply Chain and Logistics Knowledge
- Coordination/ Team Management
- Other MS Applications

EDUCATION

R.D.V.V University, J.

Bachelor of Commerce

2005-08

MP Board- 12th

2004-05

MP Board- 10th

2002-03