

# RAHUL DUBEY

56/57,Kahoo Kothi Kanpur Nagar,Po. Kanpur Nagar, Dist.-Kanpur, Uttar Pradesh

Contact No. 8278408848

E-mailID – [rahuldb555@gmail.com](mailto:rahuldb555@gmail.com)

More than 11 years experiences in Sales Accounting & Store.

---

## AREAOF SPECIALIZATION

- MIS ReportingandAnalysis
- SAP-SD
- OrderExecution
- B2BOperation

---

## WORKEXPERENCE

### 1. Depot Supervisor Since June 2015 to present.

#### Key Responsibilities:

- Orderbooking inprimary logistics(plant)
- Maintaintimesheet(truck reporting)
- B2Boperationoflogistics
- Additionalresponsibility ofRoaddispatchoperations
- GeneratingInvoice(Gatepass)withaccuracy forloaded Cementtrucks
- Freightmanagement,stockmanagement,godownagreements
- Increasedirectdeliverytocustomerfrom plant
- Maintainsales account
- PreparingDaily/Monthly MIS reportsalongwithFreightBillprocessing
- GeneratingInvoice(Gatepass)withaccuracy forloadedcementtrucks
- SAPinvoicing indepotoffice
- Maintain inward,outward&stock register
- Assistsinpurchase orderandinvoicing
- Maintainvehicletimechart regularly
- Maintain FIFOandLIFOsystem
- S.R.S.reportsends toR.O. office inamonth.
- Helpanauditteam indepot &ensurethstock is properly ok andmaintain
- Maintainwarehouseinventory
- Maintainthstock inproperly inqueue

- Material coding, material stock entry, preparing stock report
- GRN, Invoicing

## 2. Store in charge Jan'2012 to May'2015

### Key Responsibilities:

- Handling additional responsibility of preparing daily/monthly MIS reports, Freight Bill processing and Generating Invoice (Gatepass) with accuracy for loaded cement trucks
- Ensuring daily dispatch targets are being met with all document compliance
- Day today activity in store
- Prepare stock report & send to area office
- Prepare to loading/unloading material record
- Prepare bill book, dealer & retailer list, stock list day today

## 3. Working in SAP command:-

Va41, va42, va43, va01, vl01n, vl02n, vf01, vf04, ysd bill\_depot, zfi\_cl2, zgst\_eway, migo, mmbe, mb5t, zsd105

## STRENGTHS

---

- Ability to manage multiple issues at once and prioritize work accordingly
  - Ability to work well in a team environment and cross collaborate with other teams
  - Good operational skills in high-volume and high-pressure environments
- 

## ACADEMIC DETAILS

- Post graduate certificate in working management.  
Dr. GHS-IMR Kanpur
  - Bachelor of Science (B.sc.)  
Chhatrapati Shahu Ji Maharaj University, Kanpur
  - Senior secondary (12<sup>th</sup>)  
Board of High School and Intermediate Education, Uttar Pradesh
  - High school (10<sup>th</sup>),  
Board of High School and Intermediate Education, Uttar Pradesh
  - Technical skills  
1 year diploma course in computer application (C.C.A.) from N.I.I.T., Lucknow
- 

## IT SKILLS

### Well versed with:

- MS Office: Word, Excel, PowerPoint
  - Internet usage
  - SQL Language
  - JAVA
-