

PARAS

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Muzaffarnagar , U.P.

OBJECTIVE:

Dedicated professional with a proven track record in optimizing warehouse operations and excelling in supply chain activities. Seeking a challenging role in an organization where I can leverage my expertise in warehouse operations, supply chain management. Committed to optimizing resources and contributing to organizational growth through strategic planning and efficient execution while maintaining effective communication across all levels.

PROFESSIONAL EXPERIENCE:

A. RELIANCE RETAIL LIMITED

a) DEPARTMENT MANAGER – [APRIL 2024- PRESENT]

- Expertise in streamlining supply chain processes and reducing costs.
- Proficiency in managing logistics and maintaining accurate records.
- Skill in coordinating inter-stock transfers with precision.

KEY RESPONSIBILITIES:

1. Handling BOH

Effectively managed back-of-house operations, ensuring efficient and smooth workflow.

Coordinated with the front-of-house team to maintain a seamless operation.

2. SCM

Oversaw the entire supply chain process, from procurement to distribution.

Implemented strategies to optimize supply chain efficiency and reduce costs.

3. Inwarding and out warding process

Managed the receiving and dispatching of goods, ensuring accuracy and timeliness.

Conducted quality checks and maintained accurate records of all incoming and outgoing shipments.

4. Goods returned to distribution center

Handled the return of goods to the distribution center, ensuring proper documentation and compliance with company policies.

Coordinated with the distribution center to resolve any discrepancies or issues.

5. Inter stock transfer

Facilitated the transfer of stock between various locations, ensuring accurate inventory tracking.

Coordinated with different departments to fulfill stock transfer requests efficiently.

6. Document management system

Implemented and maintained an organized document management system.*Ensured all documents were accurately filed, easily retrievable, and compliant with company policies.

B. ECOM Express Pvt. Ltd.

a) EXECUTIVE OPS- [JAN 2023 – JAN 2024]

- Effectively managed inventory movement, including cycle counts, aging reports, FIFO, and day-to-day operational activities.
- Implemented and maintained 5S principles in the warehouse environment, ensuring structured and organized workflows.
- Conducted regular reconciliation of physical stock with system inventory to enhance accuracy and efficiency.
- Proactively monitored and mitigated inventory air leakage damage through systematic cycle counting, successfully managing monthly stock counts and implementing corrective measures as needed.

b) SUPERVISOR OPS –[JULY 2022 - JAN 2023]

- Oversaw comprehensive warehousing operations, including inventory management, inbound material receipts, and procurement team coordination, ensuring optimal efficiency.
- Played a key role in demand planning, supply chain management, and logistics coordination, contributing to smooth operational outcomes.
- Proficiently managed Transportation Management System (TMS) functionality, ensuring seamless setup, training, and utilization.
- Implemented and maintained warehouse organization through adherence to SOPs, 5S principles, and regular reconciliation, resulting in enhanced accuracy and efficiency in inventory management.

KEY RESPONSIBILITIES:

1. Inbound :

- Conduct thorough quality checks on incoming goods, ensuring alignment with company standards, and meticulously document received items through the GRN process, also confirming GRNs in the system and resolving any discrepancies that arise.
- Efficiently manage Delivery Note (DN) and Return to Vendor (RTV) records for comprehensive reference and record-keeping.
- Collaborate closely with vendors and procurement teams to address issues promptly and ensure seamless coordination throughout the inbound process.
- Lead and supervise a dedicated team to maintain optimal operational efficiency, meeting daily capacity projections, and effectively managing zone-wise putaway activities.

2. Inventory:

- Efficiently manage daily inventory tasks, including Cycle Count processes, and reporting of damaged goods for timely action.
- Ensure warehouse organization and efficiency through regular putaway audits and segregation of unsellable stock, while implementing and maintaining 5S principles.
- Supervise the Inventory Reconciliation Team to uphold accurate inventory counts and reconciliation processes.
- Handle inventory Re-balancing procedures and manage GRN for returned stock, ensuring seamless operations.

3. Outbound

- Execute efficient pick, pack, and dispatch operations within designated timeframes to meet TAT commitments.
- Utilize WMS and relevant technologies to prioritize orders and organize pick lists for swift processing.
- Conduct thorough quality checks on picked items to uphold accuracy and integrity of orders before packing and dispatch.
- Monitor and track key performance indicators (KPIs) such as order accuracy and on-time delivery to drive continuous improvement.
- Cultivate strong relationships with external vendors and partners to ensure smooth operations and cost-effective solutions.
- Collaborate closely with vendors to optimize supply chain processes and minimize lead times.
- Verify Proof of Delivery (POD) after product delivery to ensure accuracy and timeliness, maintaining comprehensive records for accountability.

EDUCATION:

- Bachelor of Arts (BA) from CCS University, Meerut
- 12th Grade in 2017 from DAV School, Muzaffarnagar
- 10th Grade in 2015 from DAV School, Muzaffarnagar

KEY SKILLS:

- Warehouse Management
- Inventory Control
- Supply Chain Optimization
- Process Improvement
- Proficient in Multitasking and Teamwork
- Effective Communication Skills
- Good Knowledge of MS Office

PERSONAL STRENGTHS:

- Attention to the details
- Adaptable Behavior
- Positive attitude
- Time Management

INTERESTS & HOBBIES:

- Interacting With People
- Travelling
- Learning new skills
- Fitness

DECLARATION:

I hereby certify that the above information is correct in accordance with my knowledge