

## RITU RANJAN MALICK

Father's Name : Kharendra Narayan Mallick  
D. O. B : 19-03-1999  
Nationality : Indian  
Religion : Hinduism  
Sex : Male  
Marital Status : Unmarried  
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### Objective

1.7+ Year Experience in warehouse operation is looking to acquire position with a pace setting and innovative company that will fully utilize lean production management capacity planning material control, and maintained a lower inventory but still meet the slices in the schedule and forecasted demands.

### Core Strengths

- Excellent verbal and written communication skill.
- Strong supervisory and leadership skills.
- Ability to anticipate and solve problems.
- Proficient with data entry and inventory software and systems.
- Learn from mistakes.
- Complete all closing duties in an efficient manner.
- Good team member.
- Stock Management.
- Manual Handling
- Health and Safety.
- Customer handling.

### Work Experience

1. **Warehouse operation support agent -Fedex Express** January 2021 to 18<sup>th</sup> May 2022.
2. **Executive Warehouse Operation- Apollo Supply chain (due to transition)** 19<sup>th</sup> may 2022 to june 2022.
3. **Regional OPS- Senior Associate – Paytm** July 2022- Present.

#### Activity done by me

- Supervising warehouse staff and daily activity. Managing, evaluating and reporting on warehouse productivity.
- Typically basic computer skill included word processing, managing computer files, and creating presentations.
- Advance computer skill include managing databases and running calculations in spreadsheets.
- Responsible for overseeing a wide verity of warehouse activity including receiving goods and dispatch goods and maintaining inventory.
- Interpreting company policy to workers and enforcing safety regulations.

### Education

<b>MBA – Distance learning course</b>	Undergoing
IGNOU (Dinabandhu Andrews College) – Kolkata, West Bengal, India	
<b>Bachelor of Commerce – Distance learning course</b>	2021
IGNOU (Dinabandhu Andrews College) – Kolkata, West Bengal, India	

**Higher Secondary**

2016

Shree Vishudhanand Saraswati vidyalay- Kolkata, West Bengal, India

**Secondary**

2014

Tollygunge Adarsh Hindi High School- Kolkata, West Bengal, India

## Computer Knowledge

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**Information Technology Application**

- Good in Tally ERP-9, GST
- Proficient with Microsoft Excel, and Word.
- Proficient in mail handling.
- Proficient in Sap
- Proficient in NERP.
- Claim process in NERP.

## Key Deliverables

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- Train, Supervise and evaluate the performance of assigned warehouse employees.
- Assign workloads to warehouse workers. Receive, unpack, pack, load, issue, store and deliver materials.
- Responsible for restocking shelves, accepting incoming orders, processing and packing orders, counting inventory and ensuring orders are shipped in a timely manner.

## Languages

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**English:** - Very good command on reading, writing and speaking.**Hindi:** - Excellent and very good command on reading, writing and speaking.**Bengali:** - Very good command on reading, and speaking.

I hereby declare that the above particulars of fact and information stated are correct to the best of my belief and knowledge.

Date:

Signature: \_\_\_\_\_