**RESUME**

# Name : Krunal Patel

Company Address: SKF Technologies Pvt ltd,

Rajkot-Sarkhej Bavla highway,

Village:Kerala,Tahuka-Bavla,Dis-Ahmedabad.

Resident Address: T-201 Vishwascity-2 Chankyapuri,R.C Technical road,

Ghatlodia Ahmedabad – 380028,

Mob: +91 7359299715; Email: [krunal2697@gmail.com](mailto:krunal2697@gmail.com),

***Objective***

Outgoing Certified Warehouse with B.com and +6 years of experience in specialized Warehouse company. Seeking to leverage my technical and professional expertise to grow in the new role of at your warehouse.

***Post of Responsibility***

In-Charge Of Warehouse Planning & Logistics & Supply chain Activity.

Professional with 6 years of experience in Logistics & Supply chain Activity.

* Seeking a challenging career position where, unique blend of talents can be effectively utilized by a company offering long-term opportunities for professional growth in recognition of dedication, drive and superior performance and to utilizing potential and capacities at a knowledge based platform by working in a growing organization hence realizing my goals competently by prove my abilities and skills by giving best services to the firm in firm Which I will work and to get work that satisfy me and more Importantly satisfy the people for whom to work.
* Experience in Material Planning, Inventory Management, Warehouse & Stores Management, Transportation, Logistics Manufacturing order Planning , Make Parches order communicate to supplier & Material flow.
* Adapt quickly to new environment, ability of setting up just-in-time procurement and delivery systems to increase efficiency.
* To work with an organization that can provide me a challenging working environment and in which I can fully utilize my capabilities for the growth of the company as well as my career.
* System migration ,Recently we have change system from Mapices to Citrix & We have working good on that,
* Engineering inspection, Receiving inspection, Material shorting, Vendor Analysis, Quality modules, Rejection Analysis, Vendor rejection posting in system & coordinate with supplier, Audits & Compliances, External testing all those activity which are warehouse related I have preform daily !

***AREA OF EXPERTISE***

* I have Expert in area origination & Maintain 5 S Activity with Space utilization.
* Expertise in carrying operations & process as per standard, with motivating the team members.
* Have a Good Functional exposure and relevant experience with Bearings **industry** and also Handling Multi Client Warehouses with the 3PL Industry.
* Handled warehouse area of **more than 1, 25,000 sq. feet** with 3 Store area.
* Handled a team of more than 50 employees approx. And had a responsibility of reporting their work directly to Operation Head & Maintain HR related activity for all employees.
* Having a Advance Planning and cost reducing & inventory, Credit Queries, Payment Approvals, Stock Audit.
* I have good knowledge of document for both side receiving & dispatches. I know very well of importance of document and impact of document. Also I know bill of entry duplicate of transporter Original for buyer & border related document 402,403 & E-Sugam & e-WAYBILL & Road permit.
* I Expert in export dispatch and coordination with forwarder to make dispatch document.
* I have planning monthly basis & Day wise plan for all material which use in production & I have maintain Bill of Material in Excel sheet for all packing material.
* I have planning indirect material as per order point and release the PO for the same.

***PROFESSIONAL EXPERIENCE***

SKF TECHNOLOGIES INDIA PVT LTD.(Bavla, Ahmedabad)With Prefer corporative services Pvt ltd (Warehouse In-charge– (March 2012 to Continues)

***Responsibilities:***

* Provides materials, equipment, and supplies by directing receiving, warehousing, and distribution services; supervising staff.
* Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
* Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
* Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols
* Controls inventory levels by conducting physical counts; reconciling with data storage system.
* Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
* Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
* Maintains warehouse staff by recruiting, selecting, orienting, and training employees
* Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
* Team of six executives & Twenty eight floor staff 3 fork-lift driver in Warehouse & I am leader for all team and I was responsible for functions like material planning, procurement, and all logistics Activity & maintenance to the annual material requirement like lubricating additives chemicals,

capital & MRO items, etc.

* Managing two shift set up with forklift driver & Supervisor.
* Inspecting storage facilities & Having regular personal contact with Floor staff.
* Removing damaged pallets and goods from the warehouse.
* Also Removing Additional Tag which are not usable !
* Our Team working in three area Finished product store General store & main component store in three different offices and ensure the maintain safety norms and housekeeping activity on daily basis.
* I have providing sufficient space for storage material and movement for inspection and dispatches!
* I will always ensure that warehouse operations are appropriately staffed and that all employees are properly trained
* As a true professional I will consistently maintain high levels of accuracy and is someone who can be relied upon to ensure that the warehouse provides an efficient service to all its customers
* I have charge of packaging, distributing and transporting all incoming and outgoing shipments.

In details @

* Responsible for all activities of warehousing ,Supply chain ,Production line & Dispatches .
* Reporting KPI to the HOD.
* Handling MO(Manufacturing Order) processing in Mepics & work in COH,DOH,DWM for Invoicing & Citrix System.
* Responsibility of 3 store ( Simi finished product store General Store & Finished product store )
* Continually coordination with Heat treatment plant, hard turn supplier & Production line & after production coordinate with sale team for dispatches !
* Daily monitoring with supplier for row material & Distributions center for dispatch.
* Managed dispatch planning logistics transportation regarding finished good & Job-work.
* Managed Logistics - traffic co-ordination, forwarder target and built plan for timely delivery & quick response inward and outward both movement.
* Managed Admin activity for Floor staff and team member.
* Finalized quotation for incoming and outgoing freights and deal with transporter to manage transport.
* Provided reconciled data to all sales personnel’s after updating Dispatches on daily basis.
* Ensured compliance to statutory rules to be maintained or follow by store team.
* Monitored Supply the material & Distribution center for dispatches.
* We have maintain 402,403,E-sugam,Road Permit, E-way bill form and legal requirement as per government.
* Managed Dispatch Planning, Supplier Planning, Logistic, Transportation and Administration.
* Coordinated with BMS Team of all streams to ensure timely collection of pending sales tax forms, Excise returns submitting.
* Handled logistics, insurance & claims.
* Was responsible for making GRN in Shopper (software), uploading all barcodes for new arrivals, making PT files and forward the same to shop floors.
* Maintained various reports on daily basis as well as weekly basis like stock report, Picking List, Feeder Bond Stock Report, Top 50 Selling product stock for all the categories, GRN status Reports and Shortage/Damage Report at Shop floors levels.
* Managed the Duty Free warehouse Operations at Main and Feeder warehouse.
* Handled the incoming & outgoing deliveries of goods from the Warehouse.
* Maintained Daily Stock Reports & Inventory Records and was responsible for inventory management by reordering the goods before the requirement.
* Reported to the senior for the damage & shortage as well as handled the claims.
* Supervised the shop floor/stores and was responsible for maintaining the stock, goods received, custom clearance with Forwarder etc.
* Coordinated with internal security for minimizing stock loss and maximizing organizational profits.
* Maintained optimum stock level for inventory & set norms for timely availability.
* Ensured timely delivery and maintenance of sufficient stock to meet service requirements.
* Implemented distribution plans based on demand forecasts to ensure availability of the entire range of products at right time in region.
* Coordinated and ensured supply of products in line with demand at the retail end.
* Was responsible for stock replenishment as against shop requirement.
* Maintained clean, safe, secure and healthy warehouse with the housekeeping team.
* Coordinated with sales executives of all streams to ensure timely collection of pending sales tax forms.
* Provided reconciled data to all sales personnel’s after updating collected forms on weekly basis.
* Was responsible for preparation of annual & Monthly training schedule with our team member.
* Display**,** Cleaning & Dusting**,** Proper Goods Stacking**,** Arrange Materials**,** Update system record**,** Planning of the Daily Activity**,** Distributing work to the Staff**,** Taking a look on the floor about stock requisition**,** Control of Damage**,** Training of junior staff**,** Give product knowledge**,** Coordinate with all department during Sale**,** To conduct annual stock take in stores**,** Dispatches**,** Returns**,** Damage**,** Complete track of insurance & claim**,** Perpetual Inventory**,** Stock Transfer**,** Team Management**,** SAD/SED Approval
* Supervised a team of four supervisors as Asst. Manager stores and was responsible for functions like material planning, procurement, indent and all logistics matters pertaining to the annual material requirement like lubricating additives / chemicals, capital & MRO items, etc. of all blending plants within the northern region of the country.
* Check of Discrepancy in Stock Transfer / Interstate Supplies / Local Suppliers
* Check of Damage in Stock Transfer verifies shortage / excess & damage and gives report to concern.
* Claim of Insurance for damage from other location and check return of damage to suppliers.
* Check of difference in invoice with PO in local supplies and raise the discrepancy for the same.
* Follow up for updating of batch processing of STNs of other location.
* Perpetual Inventory as per schedule
* Check of variance and information to concept.
* Retrieve of variance stock and updating.
* Preparation of report (VARIANCES) of various suppliers and give report to corporate.
* Analyze shortages and finding out the cause for the same.
* Keep track of merchandise sent on returnable gate pass.
* Acknowledgements of STNs Recd from warehouse.
* Discrepancy in transfers between warehouse vice-versa if any.
* To ensure movement of damage stock into damage table with proper approval.
* Disposal of damage stock. Proper checks / approval documentations.
* Check of stock ledger in accordance with daily transaction sheet.
* Check of returns / sending reverse STNs for the same.
* Check and audit supplier returns.
* Check of stock transfer to other locations.
* Check damages from other locations and claim insurance for the same.
* Check of security tagging on all merchandise.
* Ensure proper updating is carried out at system level.

***Routine Activity:***

* Inward process with MIS
* Outward process with MIS & invoices & Gate pass
* Daily/Monthly KPI Reporting
* Customer Satisfaction
* Planning of Vehicles as per the orders & Co-ordination with transporter for Maximum utilization of Vehicles.
* Cycle count, Stock Review
* Preparation of stock analysis and various other MIS reports related to the day-to-day functions of the warehouse
* Provide the necessary help for the smooth functioning of warehouse like FIFO systems
* Responsible for overall profitability and cost control of the warehouse.
* Location mapping of SKU & housekeeping etc.
* Timely Fright & C&F bills submitted to Account.
* Monitoring shipments in transit to ensure their timely arrival at destination.
* Handling Plant Logistics and Supply chain. Handling 12 warehouses and 8 Plants for Material movement/plan etc. Have a team of 3 Executives and 6 Supervisors reporting.
* Handling transportation, recruitment, finalization of contract, performance evaluation etc.
* Material Planning and co-ordination with planning team/purchase team for material requirement.
* Monitoring service level and getting productive work from Contract Agencies.
* Handling the distribution of material and ensuring timely deliveries to dealers/distributors/clusters etc.
* Ensuring regular and timely dispatches of material due some u
* Ensuring customer satisfaction, conducting periodic surveys, taking correctives/ preventive actions over root causes.
* Handling distribution network of dealers and distributors for the entire Gujarat state.
* Updating of material in SAP after received from plant & Dispatch of material.
* Timely dispatch of material as an require.
* Repacking & Reproduction of material.
* Maintain Stock SAP vs Physical.
* Generation of various reports as per requirement like export/local dispatch and incoming material.
* Guide to team person for better improvement & quickly service.
* Responsible and Conducting inwards in My SAP system purchase, Cash materials Inwards, Contractors inwards and outwards, returnable goods receiving, and Service material inwards, Internal material transfer inwards and etc.
* Research and conducting internal and external testing for new testing method, Conducting effective Engineering material inspection, Packing, and miscellaneous as per drawing and purchase order and valid SOP.
* Handling of Deviation and abnormal of material, Handling and maintaining all equipment’s like tensile tester and etc., Handling and maintaining Engineering equipment’s in well manner.
* Handling of Customer Audits & reply, Conducting Inspection of Engineering, Packing, and miscellaneous with or without quality modules in SAP.
* Overseeing the operations pertaining to inventory Control & monitoring movement of material, Work distribution & organization of next day work.
* Monitoring and manage in good manner of Inward vendor documentation like GRN, Receipts, Rejections, Return to vendor-Excise GP.
* Providing data for management information system by making reviews, operational plans monthly reports, daily reports, vendor scorecard, Graphical presentation,
* Maintain ISO records & Prepare ISO document like a SOP, daily logbook, Inspection report, calibrations, conducting internal trainings for development of team member, Self-motivation up gradation to the Staff & Evolution, Organizing retrieve activity of format, report and file, Calibration of instruments and maintain reports.
* Planning and generate of upcoming three month Budget of department.
* Handling of Internal and External Audit, Audit of Calibration schedule and documentation, Organizing of Counter sample activity & study.
* Trouble shooting of QA activities, Closing Complains related to outside vendor with joint testing and satisfies them, Technical advice and discussion with outside vendor with system manual.
* Sample analysis of new vendor for quality evaluation.
* Preparation and development of SOP and test procedure for new products.

General store ( Oil Store , Engineering Stores, Stationery )

***Responsibilities In General store:***

|  |
| --- |
|  Responsible For all production activities in my division such as material indent, Preventive maintenance, Breakdown maintenance of all equipment of Rolling mill areas and its accessories equipment. |
|   Conducting Engineering material inspection as per drawing and purchase order specifications |
|  Handling equipment’s like tensile tester and all engineering equipment’s. |
|  Conducting Engineering, Packing, and miscellaneous with or without quality modules in SAP. |
|  Overseeing the operations pertaining to inventory Control & monitoring movement of material. |
|   Monitoring of stores documentation like GRR, Receipts, Issues act and inventory control by bin cards |
|   Providing data for management information system by making monthly reports, daily reports, vendor scorecard, graphical presentation, Progress, Problems, Opportunities & Planning reports. |
|  Working experience in SAP R/3 and also in latest version 0.7, all type of MM reports generate in SAP. |
|   Following-up with purchase Dept. for material indent and conducting reconciliation of inward with P.O |
|   Maintain ISO records & Prepare ISO document like a SOP, daily logbook, Inspection report, |
|  Make record as a P.M check list, Breakdown analysis report. M/C log sheet inspection report and Trouble shooting. |
|   Spare Management storage like handling furnace spares & Material inspection and other equipment’s related to my areas and coordination with purchase Dept. |
|   Planning and implementation of shut down for maintenance |
|   Maintaining equipment’s history record |
|   Handling proper utilization of man power & Workers training and appraisals etc. |
|  Maintain ISO records & Prepare ISO document like list equipment, daily logbook check list, Breakdown report, Inspection report, Shut down job report. |

***Clients Handled:***

* I have handle all transporter which are connected with SKF & we have maintain this account with code & billing system also I have check all the things like Rate, detention changes LR changes.( Navghanbhai Bharwad, Safexpress, Maruti,Shree Vishnu Transport )
* I have handle vendor which providing Indirect material for company. I have make shortage list for Indirect material and coordinate & discussion with supplier for the same & also discussion our production plan. Main 2 product are Effected to production Carton & wooden boxes, I have coordinate to Alpesh Furniture for Wooden Boxes & Parkson for carton so I have always touch with main supplier.

***Achievements:***

* Standardized formats (SOP) for Purchase Order Terms, report formats, which helped in timely execution of activities.
* New Warehouse create in company because of new channel line arrive at factory.
* Doing Migration from old system ( Mapics ) to New system ( Citric ).

***COMPUTER PROFICIENCY***

Lotus –Notes, Tally, MS Office ,SAP R3, SAP 0.7, SAP ECC6, WINDOW AX, MAPIX,DOS, MS Office, Libre office, Kingsoft, Sap R/3, Sap 0.7, Sap ECC6, Tally Package, Internet & Email.

***EDUCATION***

**B-Com (Commerce),** Gujarat University (2008)

***TRAININGS & SEMINARS ATTENDED***

* Training on Supervisory skills from SKF Technologies pvt ltd, Ahmedabad.
* Health Safety & Security Environments seminars.
* Organizing system migration from Mepices to Citrix system.
* E-Way Generation Program.

***PERSONAL DETAILS***

Name : Patel Krunal

Date of Birth : 15 June 1988

Gender : Male

Height : 5”9

Languages Know : English,Gujarati,Hindi

Contact Details : 7359299715

Email Address : krunal2697@gmail.com,

Permanent Add. : T-201 Vishwascity -2 Chankyapuri Ghatlodia Ahmedabad.

Father’s Name : Rasiklal Patel

Marital Status : Married

***Declaration:***

I here by declare that all the information provided here is correct to the best of my knowledge and belief. **(Krunal Patel)**

**(M):7359299715**