To,

The Head – Personnel Department

**SUB - Application For The Post Of Warehouse Department.**

Respected, Sir

# 

I hereby, would like to send my resume in context with job requirement.

If I would be given an opportunity to serve your prestigious organisation I will put my best efforts to fulfil your requirement. I assure you that, if selected, I shall work sincerely and honestly and shall try my best to perform my duties, efficiently to the best of your satisfaction by utilizing my knowledge in the best way that I have gained in my academic career and my past experience.

**Strength:** Clear vision of thinking, honesty, positive attitude towards work, smart work, open and friendly nature

Thanking you in anticipation of your favourable response.

**Resume**

**Krunal. L. Rana**

**B/132, Vrajbhumi Tenament, Part-2,**

**Opp - Jethabhai vav, Isanpur**

**Ahmedabad – 382443.**

**Cell No. - 9879158319**

**E-Mail ID - kunald.rana@gmail.com**

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**Qualification**

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| --- | --- | --- | --- |
| **Degree** | **University/Board** | **Year of passing** | **Class obtained** |
| B.COM | Gujarat University | 2003 | PASS |
| H.S.C | G.H.S.E.B | 1999 | 45% |
| S.S.C | G.S.E.B | 1997 | 48% |

**Total Work Experience- 11.3 years**

**Experience**:

A)- H & R Johnson India – A Division of Prism Cement Ltd

(Since From 21st April.2015 to 31 March-2016

Designation: Logistic Executive

Department: Warehouse

**Presently i am working with H & R Johnson India- A Division Of Prism Cement Ltd**

**Key Responsibilities**

1. Order Fulfilment process as company policy.
2. Periodical stock taking vis-à-vis system stock (**Twice** in month)
3. Maintained inventory report, Stock Inward Report Outward Report, Discrepancy Report, DDR Report, Sample Report, Vehicle MIS Report,
4. Monitoring Loading & Unloading activities
5. Co-ordinating with dealer/ project party's for dispatch the material on time from depot.
6. Sampling procedure to be done on top priority and with cost saving method
7. Continues process to push out slow moving Stock from depot
8. Goods return cases should be taken in stocks with proper paper work
9. Maintained the inventory with proper manner (i.e.division,size, batch wise..)

**10**-Handling Labour Team & Down level Staff & Give General Training . of Warehouse Related Work.

**11**-Maintain Depot Health Card Every Month As company Policy.

**Experience**:

B). Organisation: DANUBE BUILD MART PRIVATE LTD.

(Since From 21st October.2011 to 31 March-2015

Designation: Store Incharge

Department: Warehouse (Logistics)

**Key Responsibilities**

I Was working with **Danube Build Mart Pvt Ltd**. As a Warehouse Store Incharge**.**

1. Looking day to day of Warehouse stock transactions.

2. Preparing daily requirement and follow-up with purchase & Sales department for the same

3. Conducting physical stock verification of stores and smooth inflow and outflow of store items

4. Maintain records, documents, and data for smooth functioning as well as for coordinating with other allied departments.

5. Responding to the quarries as well as information to Head office as well as to other departments.

6. Planning and organize of all warehouse activities and assign jobs to the junior staff.

7. Organize space layout, work sheets. Maintain supply receivable and take inventory of stock periodically.

8. Coordinate for timely delivery of goods, and data entry into the system software. Checking Loading & Unloading received & Outward Stock

9. Giving require training & to forward the training records to personal dept for down line personal of Warehouse Dept.

10. Follow up with inter department for completion of Warehouse stock related & responsible for Safe storage & preservation of materials in the Warehouse.

11. Updating Daily Entry in ERP Software and Generating Invoice, GRN, STO & Also Outward to Other D.C.

12. Maintaining All Registered (Stock Inward / Outward Register, Delivery register, complain & Service Register & All types of Gate pass for the Material Inward & Outward.

13. Maintain Monthly Average Stock Report, Stock Outward/Inward Report, Giving Monthly Damage and Defective stock report, etc.

14. Also Handling Petty Cash for the Warehouse Expenses.

**Work Experience**:

C). Organisation: Home Town (Pantaloon Retail Pvt Ltd. -Future Group)

(Since 1st August.2011 to Oct-2011)

Designation: Team Leader

Department: Warehouse

### Key Responsibilities

I was working with Pantaloon Retail India Ltd - Home Town (Future Group) as a Team Leader in Warehouse Department

Looking for the all timely dispatches & received stock

Handling Warehouse stock on daily basis requirement

Updating daily entry in SAP and Generating invoice, GRN,

Maintaining all Registered (Stock Inward/outward register, Home Delivery Register, complain register & all types of gate pass for the material delivery.

**Work Experience**

D) Organisation: OSIM INDIA - A DIVISION OF PARAMOUNT SURGIMED LTD (Since January. 2008 to 30 July- 2011)

Designation: Warehouse & Office Asst.

Department: Warehouse & Branch Office

### Key Responsibilities

* + I was working in OSIM INDIA- A DIVISION OF PARAMOUNT SURGIMED LTD. As a Warehouse & Office Assistant. I am Handling Warehouse stock on daily basis requirement at our company outlets in Gujarat.
  + Looking after the all dispatches & received stock. I am daily reporting to the Direct Branch Manager.

* + Looking after the customers complain of product and reporting to the direct service department. I also Maintain the complain register and stock register.
  + Looking after outside activities, like company’s events and road shows activities in entire Gujarat.
  + Efficiently got the work done with the help and guidance of my senior officers & Manager.
  + I used to handle the cash of Osim India stores and used to do all the daily activities related to the stores with the bank.
  + I used to handle the daily cash transaction of Osim India outlets by preparing cash vouchers and checking it efficiently.
  + Looking after monthly stock checking in warehouse & entire Gujarat of company warehouse and outlets. (Showroom, Road show, and other events places.)

**Work Experience**

E). Organisation: Surfa Coats (Bombay) Pvt. Ltd (April-2004 to DEC- 2007)

Designation: Warehouse & Office Clerk (Handling warehouse branches in Gujarat).

#### Key Responsibilities

* I was working in "Surfa Coats (Bombay) Pvt ltd” an esteem organization in Retail paints & industrial paints Sector as a warehouse clerk. I was looking after Surfa Coats Outlet. Beside this I was also solving the customer’s queries at our dealers’ stores, construction site and industrial site, which is related to surfa coats (Bombay) pvt. ltd. products.
* I was also looking after Day to Day activities of Surfa coats Outlets and also working as team member of HRA department for the stock requirement and daily stock movement of the Surfa coats Staff i.e. (Sales Assistant, Telle - callers, Sales Executives, down level staff etc.)

**Computer Proficiency:**

* I can easily Surf online (Internet) having a routine experience.
* Can easily Generate Expressive Documents, Reports, etc.
* If taught, can efficiently work out with any software Developed by company.

**INTEREST**

Interacting with people- Listening to Music

Contact No. : 9879158319

##### Birth Date : 25-May-1982

Birthplace : Ahmedabad

Marital status : Married

Language known : English, Hindi & Gujarati

Current salary : 20,636 Rs + Other Allowances

Thanking you

Yours Sincerely

Krunal L Rana