**Resume**

**Sandip J. Pandya**

2658, Indiranagr -2,

Lambha Gam, Taluka : Daskoi,

Dist : Ahmedabad,

PIN - 382405 (Mo) +91 9898317040

Career Objective:

To maximize my experience across a wide range of warehouse area

Work Experience:

* **Present Profile:**
* **At present working as a ‘Distribution & Logistics Office” in Arul Pharmeta.llp**

**Duration: - From June-2015 to Till Date. (Sarkhej, Ahmedabad)**

* Co-ordinate with Company C&F for Daily Dispatch.
* Customer Mail access & replay.
* Check with Warehouse System dept. about indent status-periodically
* Check with floor supervisor about work pending status-periodically
* Work schedule allotment for all staffs.
* Cycle count process & monthly stock take monitoring.
* Mistake enquiry- based on Packer & Picker mistakes.
* Follow up with transporters for materials arrival & dispatches.
* Monitoring the Documentation and road permit status.
* GIT closing on monthly basis.
* Other activities like housekeeping, Safety etc-regular works at warehouse.
* KPI preparations on daily circulate the same on monthly basis to our HO
* Monthly bills preparation for C&F & submit the same timely.
* Monitoring & checking vendors & transporters bills.
* Follow-up with outstanding payments with customer.
* Month end co-ordination with SO team & billing- fulfill their requirements at maximum level.
* Monitor and minimize the depot expense.
* Resolving the C&F issue i.e. shortage, excess, damages etc… !
  + **I had worked as a Warehouse Executive in SK Brothers (Pharma C&F).**

**From May-2012 to May-2015.**

* I was working in S. K. Bros. (Pharma C&F Agent) as a Godown Supervisor.

I was looking after products received from central warehouse, expiry checking, credit note preparation, godown maintain, transportation and dispatches

to the distributors of pharma. I was handling many pharmaceuticals companies like SKYMAX, SANDOZ, PHARMED, ALKEM, HELLIOS etc. I have good command on stock audit, stock maintains & payment received from the distributors.

* **I had worked as a ‘Warehouse Manager–Supply Chain’ with CNF of**

**Up man Consultants for “Hindustan Coca-Cola Beverages Pvt Ltd.”**

**Duration: - From Oct-2010 to March-2012. (Sanathal, Ahmedabad)**

* Over all Shift responsibility of Cnf in the Name of Up-man Consultant Working for Hindustan coca cola Beverages Pvt Ltd.
* Managing the inbound and outbound operations of the DC goods.
* Coordinating with the vendors, category function and the head office for ensuring the adequate replenishment of dc stock as well as replenishment of stocks.
* Preparation of stock analysis and various other MIS reports related to the day-to-day functions of the DC.
* Ensuring the adequate stock levels at the DC is maintained so those no dry outs or over-stocking is done and smooth flow of stock is maintained both ways.
* Reviewing soft skills and training needs for operation team.
* Optimize manpower.
* Optimize Vehicle utilization.
* Increase DC efficiency.
* Training on operational excellence & leadership qualities been conducted for all second line.GAP Analysis.
* I had worked as a Supervisor in M/S, Subhiksha Trading Service Ltd.

From June-2007 to Sep- 2010. (Ahmedabad)

* Join in DC with Project Planning.
* Main Activity in Inbound Area, Goods Receive & MIS Reporting to Our H.O. and also looking in Inventory Management. Count in Perpetual Inventory.
* Work With Leadership & Teamwork Approach
* Good Communication with Store
* Make GRN and Put away goods as per location
* Also Know the activity of Outbound, Picking, Checking
* Self-Motivated & willing to perform under any circumstance.
* Leadership ability, Teamwork approach.
* Fully devoted to task allotted, Motivation & Communication talent
* Also Track goods in Store.
* Make Purchase Order as per Store Requirement.
* Make GRN as per Purchase order.
* Purchase of all pharma product in Ahmadabad Retail Market.
* Take the stock tack in every month to manual.
* **I had worked as a Warehouse Incharge in CADILA PHARMACEUTICAL**

**From July-1995 to May-2007.**

* Handling All C&F (19 C&F)
* Check Inward & goods as per Purchase Order
* Maintain all Inventory of Store
* Manage staff working & Shift Timing.
* Make GRN and Put away goods as per location
* Also Know the activity of Outbound, Picking, Checking
* Self-Motivated & willing to perform under any circumstance.
* Leadership ability, Teamwork approach.
* Fully devoted to task allotted, Motivation & Communication talent
* Also Track goods in Store.
* Make Purchase Order as per Store Requirement.
* Make GRN as per Purchase order.
* Purchase of all pharma product in Ahmadabad Retail Market.
* Take the stock tack in every month to manual.

 Qualification:

* S.S.C Passed in 1990 with 49.00%

Gujarat Secondary Board, Gandhinagar. (Gujarat)

* H.S.C Passed in 1992 with 47.00%

Gujarat Higher Secondary Board, Gandhinagar. (Gujarat)

* S.Y.BA Passed with Gujarat University.

Computer Skills:

* M.S.Office (Paint, Word, Excel, Power Point)
* Internet
* **System Knowledge:-**

1. SAP
2. Inter-Act
3. Colanet

 Personal Details:

* NAME : Sandip Pandya
* FATHER’S NAME : Jagdishbhai Pandya
* BATE OF BIRTH : 28-06-1975
* GENDER : Male.
* CONTACT NO : +91 9898317040
* EMAIL ID : [pandya5420@gmail.com](mailto:jigs_dave1984@yahoo.co.in)
* NATIONALITY : Indian.
* MARITAL STATUS : Married.
* RELIGION : Hindu (Brahmin).
* LANGUAGES KNOWN : Gujarati, Hindi and English.
* HOBBIES : Reading Books, Traveling &

Watching News Channel.

References:

1. Mr. Vishal Adaki 2) Mr. Ashisa Goswmi

Admin & HR Manager G M Sales Manager.

Arul Pharmeta llp Arul Pharmeta llp

Contact No: - +91 7228930305 Contact No: - +91 9824929990

***Yours Faithfully,***

***(Sandip J. Pandya)***