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## Career Objective

To acquire a Warehouse In-charge position at Horizon Services where my knowledge of consignment shipping, receiving, inventory and logistics management are used in maintaining and developing a productive warehouse environment.

## Career Profile

I have completed my B.COM from Gujarat University. I would like to express my sincere interest in the Warehouse Supervisor position you have available. As a highly skilled and successful manager with more than 6 years of experience coordinating staff, inventories, materials, and operations while driving compliance with regulations and guidelines, I possess an extensive range of knowledge and experience that will allow me to contribute toward the success of your company.

Currently I am associated with **Zen Exim Pvt Ltd** from April 2011 and promoted with high responsibilities as a Warehouse In-charge from the year 2013, handling My expertise lies in successfully overseeing logistics, merchandise flow, staff hiring and scheduling, and inventory control while collaborating with multicultural, diverse staff to maximize productivity, efficiency, and overall warehouse performance. Through my experience, I have become adept in ensuring adherence to organizational goals and requirements while facilitating streamlined warehouse operations

## Achievements

- Devised a foolproof method of automatically creating shipment paperwork, by connecting the database to the order picking system.
- Trained warehouse staff in the effective handling of materials and integrating best practices, significantly reducing accidents.
- Suggested implementation of safe material removal system (for hazardous materials), resulting in increased warehouse personnel security.

## Academic Qualifications

BCOM - Accounting & Finance

Gujarat University

MBA DLC ( Material Management)

Jaipur University

Higher Secondary Studies

G.H.S.E.B

## Personal Attributes

- Excellent oral and written communication skills
- Numeracy and an understanding of finance
- Knowledge of the legal requirements of operating a warehouse
- People management skills, including the ability to lead and motivate others, delegate work and explain Idea
- Planning and organising skills

- The ability to work as part of a team
- the ability to inspire, motivate and lead a team of people
- Analytical ability
- Initiative and decisiveness
- Enthusiasm
- problem-solving skills and the ability to work on a tactical and strategic level
- the ability to work under pressure and to tight deadlines

## Work Experience

### ZEN EXIM PVT LTD

#### Warehouse In-charge

April 2011 to Continue

*Oversaw all aspects of logistical operations including truckload planning, shipping/ receiving, picking/ packing, scheduling, dispatching and accurate recordkeeping for 10 direct reports*

#### **Duties:**

Manage the warehousing and storage of all materials.

- Supervise the delivery of materials and supplies to all district facilities upon schedule and /or request. Make emergency deliveries if needed.
- Insure accuracy of completed request form.
- Plan & direct the inventory and stock control programs for Materials.
- Maintain the inventory of supplies coordinate the replacement and ordering of such.
- Complete low stock report forms.
- Develop procedures and recommend estimates for an orderly replacement of exiting materials as it expires or deteriorates.
- Keeping a stock control system up-to-date and planning future capacity requirements.
- Producing regular reports and statistics on a daily, weekly and monthly basis.
- Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met.
- Supervise processing of all receiving reports on all shipments received through the warehouse.
- Supervise the cleaning of the warehouse including waste disposal of packaging materials. Develop cleaning schedule.
- Perform other duties assigned by Manager

### Zydus Cadila

#### Admin Supervisor

Oct. 2010 to March 2011

*Interfaced with clients to book appointments, directing phone calls, answering emails, and answering tax related questions during busy time.*

- Touched basis with employees on company policies monthly
- Performed payroll responsibilities every two weeks and correcting any variances or scheduling conflicts in a timely manner.
- Managed and trained office assistants and delegated responsibilities
- Administered benefits package and incentives for full time employees
- Developed administrative assistant process which are still being used by the company today.
- Created a FAQ template which was utilized as the company's 'go-to' document to handle the growing volume of out of state clients.

Thanking you,

Yours Faithfully