Personal

Name

Surendra Sharma

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Interests

Listening slow music and Swimming

Languages

Hindi

Fluent

English

Intermediate

Surendra Sharma

I have more than 20 years expertise experience in industries. I have experience in production, Store management, warehouse management, inventory handling, transportation system, team management, general purchasing and I have basic knowledge in sales.

<u>Production</u>:- Knowledge of organizational units, tasks and areas of responsibility in industrial technological production.

I am aware of four main types of production processes used by businesses (batch, unit, mass, and continuous production).

Knowledge of how development through design and quality affects production.

Store management: I am well known about the activity of running and monitoring all operations in a store. Its main responsibilities include working with employees, creating work schedules, communicating with suppliers, and dealing with customer queries and complaints.

I expertise in store layout as per type of stock (raw materials and components, work in progress, finished goods and maintenance, repair and operating supplies).

Inbound, Outbound and mid-bound.

I expertise in safe handling of stock to prevent damage, Minimize the cost of storage, Keep a systematic record of stock that arrives and leaves store, Maintain 5S in store premise.

<u>Inventory Handling</u>:- I am well known aboutstock handling process include receiving goods, checking them, marking the goods with information, and delivering them.

Inventory levels must be up to date in real-time, Co-ordinate with purchase and sales team, identify dead stock and dispose, Process of FSN system

<u>Transportation Management</u>:- Mainly there are four stages model that is trip generation, trip distribution, modal split and trip assignment

I am well known about 4R transportation(Right time, Right quantity, Right quality and Right place)

Warehouse management:- I expertise in warehouse layout, principles and processes of the day-to-day operations of a warehouse this includes receiving and organizing warehouse space, scheduling labor, managing inventory and fulfilling orders.

I expertise in warehouse process(Receiving, put-away, storage, picking, packing, shipping and warehouse SOP.

I am well known about batch picking, zone picking, FIFO, LIFO, FEFO.

All KPI's (Receiving efficiency or productivity, Picking accuracy, Order lead time, Rate of sales return and inventory turnover)

Purchase:- Deft in general purchasing as like Office stationary, PPE's, packing material etc.

I am very friendly to work in SAP, internet, MS office and other operating systems.

Work experience

Warehouse cum sales manager

Nov 2022 - Present

P.K and sons trade-linked pvt Ltd, Ahmedabad

I am handling four warehouse and 35 employees now and I am overall responsible for Stock in, Stock out, put away, Stock audit and all MIS(GR, Sales, Stock in hand, FSN, SRN and customer complaint)

Warehouse Manager

Feb 2021 - Oct 2022

GEETA SALES c/o CEAT Ltd, Jaipur, Rajasthan

I handled 25000 SQF warehouse, 40 employee and 150 customer (Distributors, Dealers and OEM). I was responsible for all Inbound, outbound, Stock put away, stock audit (internal and external), Customer complaint, Manpower management, KPI's and all MIS

Warehouse Manager

Oct 2019 - Jan 2021

Argus Logistics Pvt. Ltd, Jaipur, Rajasthan

I was handling two warehouse(SHELL INDIA MARKETS PVT LTD and ROYAL ENFIELD). I handled 65 employee and more than 300 customers for both warehouses. I was responsible for all warehouse activity and customer complaint.

Inbound, outbound, stock audit, All MIS, KPI's, customer complaints.

Warehouse Manager

Argus Logistics Pvt. Ltd., Jaipur, Rajasthan

I handled 25000 SQF warehouse for SHELL INDIA MARKETS PVT LTD, 35 employee and more than 200 customer. I was responsible for all warehouse activity.

We also won best depot award once.

Warehouse Incharge

Mar 2012 - Jul 2014

KANDARP TRADELINKS PVT LTD, Jaipur, Rajasthan

I was Incharge for SHELL INDIA MARKETS PVT LTD warehouse. I handled 18000 SQF warehouse, 20 Employee and more than 150 customer. I was responsible for Inbound, Outbound, MIS, KPI's, Stock audit and cycle count.

Senior Executive Raw Material

Mar 2009 - Feb 2012

MAYUR UNIQUOTERS LTD, Jaitpura, Rajasthan

Responsibility:-

Material GRN, Raw material quality inspection, Material put away, Material issue for production as per PPM, Stock audit, NRGP for quality reject, RGP for Job work, Tracking of job work, Quality inspection of job work and regular cycle count.

Team Leader May 2007 - Feb 2009

BOSCH LTD, Jaipur, Rajasthan

Responsibility:-

Material GRN, Daily MIS of GRN, Production planning meeting, Material Issue, Stock Audit (In-hand stock and WIP), Raw material Quality inspection, Material put away, RGP for Job work, NRGP of after market and quality reject. FSN, Milk run, FIFO and manpower management as per shift.

Store assistant May 2006 - Apr 2007

BOSCH Ltd, Jaipur, Rajasthan

Material GR, Issue as slip, Daily MIS of GRN, Raw material Quality inspection.

CNC operator Aug 2000 - Apr 2006

BOSCH Ltd., Jaipur, Rajastha

CNC operator (Cylindrical Grinder, Surface Grinder, CNC Lathe and Milling) and shop quality inspector. I also won best KAIZEN award once.

Education and Qualifications

MBA Apr 2004 - May 2006

Allahabad Agriculture Institute Deemed University, Jaipur, Rajastha

I completed my higher education from distance education.

Bachelors of Arts Jul 2001 - Jun 2003

University of Rajasthan, Jaipur, Jaipur

I completed my graduation as a non-collegiate Student.

ITI (Machinist) Aug 1998 - Jul 2000

Govt I.T.I., Alwar, Alwar, Rajasthan

Skills

MS Office
SAP
Internet