



## Cover Letter

Hitesh Kumar Chauhan

Hiring Manager  
HR Department

Sir/Madam,

Your job posting for an **(Sr Warehouse Incharge)** Role caught my attention because I have all the knowledge which is require for this position. I am familiar with the challenges and can help with better and new methods to solve the same. I would like to move myself for gaining more knowledge of industry.

Your posting emphasizes an eagerness to learn and continuously improve. I am keen on joining an organization where I can continue to provide creative inputs to the strategic business issues while also implementing forward-thinking talent management strategies. Your advertised position appears to fit my experience, accomplishment, and health care. My knowledge & dedication have allowed me to grow and develop professionally and as an achiever, a leader.

I would be grateful for an opportunity to demonstrate my capabilities and your expectations further in an interview. Please feel free to contact me to arrange a meeting at your earliest convenience. In closing, I would like to thank you for taking the time to consider my application and I do look forward to hearing from you.


Thanks & Regards  
Hitesh Kumar



# Hitesh Kumar Chauhan

*Creative and organized with an analytical bent of mind. Stronghold in Statistics and an ability to create analytical solutions.*

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## Profile Summary

**Seeking a permanent employment in an organization, where my leadership, negotiating, and creative problem solving skills can be utilized.**

- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.

## Academic Details

- 2018: M.COM** from Saurashtra University.
- 2013: 12<sup>th</sup> GSHSEB.**
- 2008: 10<sup>th</sup> GSEB.**

## Career sketch

**Distint Payroll Service Pvt Ltd.**

**Yusen Logistic India Pvt Ltd.**

As a Warehouse Incharge  
Aug'20 to Continue



### Roles:

- To ensure on time deliveries of all the inbound consignments into the Hub, also monitor on time connections of all the outbound consignments. Heading a team of 20 members in Hub Operations in areas of Stock tallying, Trip Challan generation, bifurcating & dispatch of material sector wise, tracking on undelivered consignments.
- Reconciliation on cost control by planning the vehicle operations.
- Manages and controls storage and distribution activities of the company to ensure maximum utilization of facilities.
- Keeping track of all outbound and inbound activities of Warehouse.

## Key Skills

Time Management	Data/Records Management
Handle compliance Department	Problem solving
Co-ordination with others	Process Enhancement
Operation Handle	Client Relationship Management
Budget Management	Team Management

## Soft Skills



## Technical skills

- MS-Office
- Well versed in internet
- Knowledge Of Typing

- Co-ordination with team regarding invoicing, Special deliveries, appointment of deliveries, scheduled deliveries.
- Monthly inventory checking and realign stock to utilize space in Warehouse.
- Monitoring replacement of units and doing SRN within time period.
- Arranging vehicles according to invoiced material and for stock transfer.
- Prepare departmental budget each quarter and speak with management to acquire more funding when it is required.
- Supervise activities of all workers and assign tasks based on an individual's skillset.
- In Warehouse division wise champions made for taking care of inventory and order picking.
- Introduction of 5 "S" in Distribution Center.
- Checking all monthly transportation bills and verifies and send to finance department for payment with approval of WH Manage.

## **Nebula Infraspac llp**

As a Warehouse Executive

Feb'23 to Continue

### ***Roles:***

- Arranging the warehouse and its inventory
- Having and maintaining the appropriate & facility
- Managing income goods into the facility
- Picking , packing, and shipping orders
- Tracking and improving overall warehouse performance
- Ensure adequate docking infrastructure
- As much as possible, automate the warehouse processes
- Designate enough staging space to accommodate peak traffic exceptions
- Handle petty cash and claim as per wh managers.

## **• Software Knowledge**

- WMS SYSTEMS
- UNIWARE SYSTEMS

