**DEBASIS PRADHAN**

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**Mobile No: +918249788499**

**PROFILE SUMMARY**

Presently working as Assistant Manager (Store) in Rashmi Metallik Pvt Limited based out at Kharagpur (WB) location. Having 15+ years of experience in Store and Warehouse Operation, Team and Vendor Management, Transport, Inventory and Stock Reconciliation, GR/GI, PO creation, STO, waybill creation and material Despatch, report and MIS Operation.

**AREAS OF EXPERTISE**

* Planning and Warehouse Operation.
* Team and inventory Management.
* Vendor and transport Management.
* Goods issue, Receipt, Return and reconciliation.
* Invoice and waybill Creation and Despatch.
* Vehicle and Stock Distribution Planning.
* Despatch and Stock Audit.
* Operation and Process Improvement.
* MIS and Report Presentation.

**ORGANIZATION DETAILS**

**RASHMI METALIICS PRIVATE LIMITED, 01 Apr 2022 to till now.**

**Designation: Assistant Manager (Store)**

* Guiding team for daily store workflow (GRN/GI/RECO).
* Proper planning for dispatch and stacking of materials as per requirement.
* Cross check Posting of MR, GR, GI in SAP/EIP.
* Proper follow-up with Vendors regarding continuous supply of materials.
* Surprise checks at site for ensuring proper receipt of materials and to avoid malpractice.
* Handling of store and Weigh Bridge Operations.
* Cross checking of materials with stock statement and reporting disputes, if any.
* MIS reports as required by management.
* Assisting auditors for proper audit.
* Regular reconciliation of Materials, vehicle and manpower.

**GROWATT ENERGY PRIVATE LIMITED, 14 Oct 2019 to 31 Mar 2022.**

**Designation: Sr Executive (Warehouse/Store)**

 Team, warehouse & Vehicle manage for daily workflow.

 Planning for material movement daily basis as per requirement.

 Tracking day to day incoming & outgoing materials details.

 Posting GR, GI and stock transfer note.

 Cordinate for smooth delivery and return of Stock.

 Preparing STO, waybill and MIS report.

 Reality check of materials (physically vs system), tracking & maintaining inventory for same.

**TKM GLOBAL LOGISCTICS LIMITED, 11 Aug 2012 to 13 Oct 2019.**

**Designation: Executive (Warehouse)**

* Negotiate with supplier for material supply.
* PO, Invoice & Waybill creation and follow up for delivery.
* Maintaining warehouse workflow and reorganize space for material.
* Planning and coordinating for material movement as per requirement.
* Preparing daily MIS and stock report pphysical vs system.
* Posting of GR, GI and stock transfer in SAP.

**MAHINDRA INSURANCE BROKERS LIMITED, 16 Dec 2010 to 10 Aug 2012.**

**Designation: Back Office Executive (Operation).**

* Coordinate with insurance companies for new and renewal business.
* Creating Insurance Policy in Insurance company portal.
* Updating daily and monthly MIS for direct and dealer sales and circulating with team.
* Updating monthly claim report and sending to insurance company and HO.
* Preparing target vs achievement report monthly basic and reporting with HO.
* Reconcile physical cover Note & Money receipt book Monthly basic.

**FIRST SOURCE SOLUTIONS LIMITED, 11 Apr 2008 to 15 Dec 2010.**

**Designation: Customer Support Executive (Voice Process).**

* Receiving inbound prepaid calls from Vodafone-Odisha customers.
* Solving and resolving issue of customers.
* Escalating issue of customers through Client Portal.
* Creating new business for client.

**EDUCATION DETAILS**

* Bachelor in Arts from Utkal University in 2006.
* PGDCA from P.C Learning System, Bhubaneswar.

**TECHNICAL SKILLS**

* MS Office Word, Excel, Power Point.
* fIORI, ERP, CRM & SAP MM Module.

**TRAININGS**

* Completed IRDA Training through MIBL in 2011.
* Completed SAP Training from Tata Steel Ltd., Orissa in 2014.

**PERSONAL DETAILS**

Father’s Name : Mr. Baikuntha Pradhan

Date of Birth : 15th Jul 1985

Address : At- Kandarasingh, Po- Basudia

Via- Ranpur, District- Nayagarh

State- Odisha, Pin- 752026

Languages Known : English, Hindi and Oriya

Marital Status : Single

Nationality : Indian

Religion : Hindu

### Declaration

I do hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

(**Debasis Pradhan**)

Place:

Date: