

ANSHUL GUPTA

MBA (Operations)

Seeking a challenging position in a reputed organization where I can learn new skills, expend my knowledge, and leverage my leaning

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WORK EXPERIENCE

Monika Alcové Limited (Operation Executive)

Nov'2023- Present

Order Processing: Handle incoming orders from customers, ensuring accuracy and completeness. This involves verifying orders, checking inventory levels, and coordinating with sales departments to fulfil orders.

Inventory Management: Maintain accurate records of inventory levels, including incoming stock, outgoing orders, and any discrepancies. This may involve conducting regular stock counts and reconciling inventory data.

Picking and Packing: Coordinate the picking and packing of orders, ensuring that the correct products are selected, packaged securely, and labelled accurately for shipment.

Documentation: Prepare shipping documents, such as invoices, packing lists, and shipping labels, ensuring compliance with regulatory requirements for the transportation of alcoholic beverages.

Quality Control: Conduct quality checks on outgoing orders to ensure that products meet quality standards and are free from defects or damage.

Team Coordination: Coordinate with other warehouse staff, such as packers, drivers, and supervisors, to ensure smooth operations and efficient order fulfilment.

Reporting: Generate reports on key performance metrics, such as order fulfilment rates, inventory levels, and shipping accuracy, to track performance and identify areas for improvement.

Delhivery Limited (Operation Associate)

Apr'2022- Oct'2023

Planning, Organizing & monitoring end to end HUB operations, which includes Inbound, Outbound & Floor ops, strict adherence to KPIs, Manpower Management.

Monitoring commercial connections, vehicles availability and daily follow up for held back shipments.

Take team meeting on regular basis and guides them to follow the SOPs of IB or OB.

Take the final call on damage shipments- Repack and connect ahead or take it up the security and mark it RTO/LOST.

Ensuring every shipment id connected in the latest possible connection without any roll over.

Clear the high aging shipments on the regular basis.

I handled 130 plus manpower during my shift in the warehouse which spanning 1,60,000 Sq Mtrs in area.

Flipkart Internet Pvt Ltd (Operation Intern)

Sep'2021-Nov'2021

Assisting Team Lead in Operational activities like performing perpetual stock take to maintain inventory accuracy.

Learned about functioning of Outbound and IMT Department.

I did supervise in Outbound and IMT department & handled minimum 20-25 workers.

Responsible for the daily implementation of the SOPs and smooth running of operations.

Reduced costs and losses by training team in efficiency, productive operation practices and motivation techniques

AAJ Enterprises Pvt Ltd (Operation Intern)

Jan'2021-Mar'2021

Performing day to day assigned task in Pick & Pack department.

Responsible for the implementation of SOP with proper adherence and effective implementation for suitable business Support.

Monitor team Performance & provides training and feedback at regular intervals.

Completes warehouse operational requirements by scheduling and assigning employees, following up on work results.

Reduced costs and losses by training team in efficiency, productive operation practices and motivation techniques.

I learned about ABC analysis management.

SKILLS

- MS-Excel / Google Sheet
- Team Leadership Quality
- Problem-solving Skills
- Analytical Skills
- Decision Making

Awards

- Certificate of "Best Employee of the Month" at Delhivery.
- Silver Medal in Cricket Tournament (ICCMRT College fest)
- Silver Medal in Badminton Tournament (ICCMRT College fest)

Languages

- English
- Hindi

Hobbies & Interests

- Cricket
- Badminton