

# 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 Alcobev 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