

**Career Objective**www.linkedin.com/in/Pabitra-sarkar-89581a173/

Committed to be an asset for the organization through my demanding work, dedication to utilize my skills and efficiencies in the stream of Supply chain (Shipping Warehouse Logistic & Store). I prefer to work in an environment where my knowledge & experience will be shared, valued and increased, also my demanding work & dedication are well recognized.

Work Experience**January 2022 – Till date**

Organization: Watercrafts Bottlers LLP (co-packer of Hindustan Coca Cola Beverage Private Ltd.) Guwahati.

Designation: Store & Shipping Warehouse Manager.

January 2001– 2022

Organization: Hindustan Coca Cola Beverage Private Ltd.

Designation: Team Leader (SCM)

Working in Store & Shipping Department.

Job responsibility: - (Store & supply Chain Department) (January 2001- Dec2014)

- ⌚ Inventory quantity confirmation & reconciliation with tax invoice (As per the PO availability and checking all recure documents). Vendor communication and follow up. As per reorder level, procure the RMPM and spares materials.
- ⌚ Unloading procedure and maintain vehicle inspection.
- ⌚ SAP GRN posting after receiving of goods, spares, and chemicals.
- ⌚ Materials Issue & Return process for production (As per the Issue slip)
- ⌚ Maintaining Spare parts & issue on demand to maintenance team.
- ⌚ Materials keeping as per the audit guide lines, and maintain proper housekeeping also mandatory to provide with materials identification board (TPM board)
- ⌚ Supporting auditors in monthly inventory audit (Physical verification with external auditor) with Reconciliation of book stock Vs Physical stock.
- ⌚ Working on different compliances related to RMPM , spares and chemicals also.
- ⌚ Documentation for Demolition of damage & expired inventory (RMPM & chemicals) destruction procedure and on hold system (Insurance claim procedure)
- ⌚ Work allocation with team and contract labours, (250 manpower's are handling experience) plant promises and including external warehouse.
- ⌚ External warehouse handle with RMPM materials (1.58L Sq/feet)
- ⌚ Procedure of Issue RGP & NRGD system, maintain traceability in RMPM materials.
- ⌚ Reconcile in Aging report (in spares) and maintain in all RMPM, chemicals safety stock status report. Spares maintain with 5S system in engineering store.
- ⌚ MIS (Management Information System) reporting analysis and publish.
- ⌚ Data capture in various departments, reconcile and circulated department wise. (PRS, ERP and SAP System).
- ⌚ Publish daily stock report, maintaining the re-order level and safety stock position
- ⌚ Prepared yield, all machine efficiency, production planning and forecast.
- ⌚ Waste generation through scrap Billing and coordinate with approved vendor.

Job responsibility: (Shipping Warehouse & logistic Department) (January 2014- Dec2022)

Responsible to manage routine shipping and distribution operations on a day-to-day basis.

Strategically manage warehouse in compliance with company's policies and vision, oversee receiving, warehousing, distribution and maintenance operations, Setup layout and ensure efficient space utilization, Initiate, coordinate and enforce optimal operational policies and procedures, adhere to all warehousing, handling and shipping legislation requirements, Liaise with clients, suppliers and transport companies

- ⦿ Forecasting at the right level in warehouse and time/cost reduction initiative. Streamline in warehouse operation. Formulated, planned, and directed divisions responsible for supplier receipt, stocking, packing, order processing, and shipping product
- ⦿ Billing to customer, Inter unit billing and EWAY bill creation.
- ⦿ Received Dispatch schedule, Shipment Planning and execution.
- ⦿ Manage stock of Pallet & ILS, Pallet & ILS reconciliation
- ⦿ Maintain standards of health and safety, hygiene and security, manage stock control and reconcile with data storage system, receive feedback and monitor the quality of services provided
- ⦿ Coordination with Logistic team for planning of shipments,
- ⦿ Support to auditors for Monthly physical Stock & empty glasses auditor, Recruit, select, orient, coach and motivate employees
- ⦿ Sales return booking (BBD, DOD and Quality issue), maintain mock recall process and traceability.
- ⦿ Use software to check, track, route and prioritize orders,
- ⦿ Assist 3PL warehouses, customer service, planning and mill warehouse teams resolve 3PL performance issues on weekends and evenings
- ⦿ Manage all the crucial documents such as bills of lading, pick slips, shipping notices etc. Support inventory and standards manager on national inventory controls and process management
- ⦿ Proficient in various Business IT systems (SAP) and 3rd party tools for transportation scheduling.
- ⦿ Check the labels, bar-codes along with other things of completed orders, Control the budget of the entire logistics department.
- ⦿ Work as a team player in purchasing, warehouse, and other managers to optimize different processes.
- ⦿ Resolve issues related to the shipped orders, maintain FIFO and FEFO system.
- ⦿ Ensure compliance with company policies and legal regulations, Report to higher management on issues and other risky activities.

Awards & Certificates

- ⦿ I am Internal Auditor with certified by HACCP training from Gurgaon and food safety coordinator (FOSTAC) also Coordinating Safety activity including, supervision of safety equipment's and safety trainer. Traceability tracker in FG.
- ⦿ Familiar with ISO 9001 - 2015, ISO 14001 - 45000 -2018 & HACCP, RCA, JD , JR systems , supply chain management, Inventory management and logistic managements.
- ⦿ Successfully completed the online course of Supply chain managements 30th May 2023.
- ⦿ Won 6 times best employee award in HCCBPL, recently I was got Employee of the year 2022 on March 2023. (Iron Man Piler).
- ⦿ Asian meet of veterans 2019 (Running 400 mtr) : Participate in Malaysia, position 9th place.

Project Undertaking

- ⦿ Setup new warehouse, engineering store , shipping departments and safety culture for watercrafts (Green field project copaker by cocacola)
- ⦿ HTML Project: Store Inventory Package with Visual Basic concern to applicable Raw & Packaging material. Development of daily/weekly/monthly tracking system for the -Production and material usages as per the coke system.
- ⦿ Special Task: Sole responsibility was offered to establish and conduct a training program over PRS (Productivity reporting System) system. This was to set up a green field project of Coca Cola bottlers at Bhutan unit.

Safety Culture

Familiar with safety culture and coordinate team building. Administer company safety compliance and training programs. Recommend and conduct additional training for at-risk employees, fall to action, near miss, work permit and been knowledge in LOTO, fire fighter, TBT leader and First Aid system.

Educational Qualification

MBA 2016-2018 (Operation Management) from Sikkim Manipal University
B.com 1997-1999 From North Bengal University
10+2 1995-1997 From West Bengal Council of Higher Secondary Education.
10th 1995 from West Bengal Board of Secondary Education.

Computer Knowledge

Diploma in computer application (DCA) from Electronic Corporate of India Ltd. (ECIT) a Govt. of India Organization.
Hands on working experience in SAP, ERP, DOS, Windows, Computer Languages,
TALLY 5.4 and Microsoft Office 2021.

Personal Information:

Date of Birth - 17-09-1977
Permanent address- Near college Para, Post office Kharia,
Thana – Kotwali, Dist. Jalpaiguri
Pin - 735101

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.
Date:

Place: Jalpaiguri Signature