



## **Resume**

**Dharmendra Jha**

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### **PROFILE SNAPSHOT:-**

The Purpose of logistics work process is deliver to Right Quality, Right Quantity, Right Place, Right Time, Right Conditions at the Right Cost from point to origin to point of consumption to meets the customer requirement OR the customer satisfactions. A Commerce Graduate and Diploma in Logistics and Supply Chain Cargo Management From DAVV Indore NAAC “A” University With 13.1 Years Vast Experience in the field of Consumer Goods, Retail, Electronics, Cargo, IT & Telecom Networks. Mainly Experience in Supply Chain, Logistics, Warehouse, Distribution, Material, Commercial and Effective Inventory Management, Team Building & Growth.

### **Core Skills:-**

Well versed in Supply Chain ,Warehouse Operations, Logistics & Commercial Operations ,Forward & Reverse Logistics, Service Logistics , Delivery Management, Transportation, Distribution, Material Planning & Control, MRP & MDP, Vendor Management, Procurement, ERP Management (Oracle & SAP), Warehouse Management (Space & Ageing Control), 05S , Six Sigma , 4M(Machine , Manpower , Money , Material ) , JIT Approach , Jidoka , 03 RS(Reuse , Reduce , Recycle ) , Reduce Lead Time, Reduce the Inventory Cost , Kaizen, Expert into PR(Purchase Request ) TO PR (Payment Receipt) Process as well as in MIS reports. End to End Material Reconciliation, Asset Management, Material Accounting & Auditing , Contract Management, Logistics Operations Entailing Forecasting & Demand Planning, Part Scheduling & Delivery Control, Optimum Material Utilization, Inventory Management, Process Improvement, Training & Development.

### **PROFILE SNAPSHOT:-**

**MRP Module :-** Material Requirement Planning for monthly & Quarterly as well as Formulating minimum and maximum stock level of Inventory in warehouse to ensure smooth availability of finished goods & spares,

**MDP Module:-** Based on MRP : Material Dispatch Planning and Planning for Warehouse space management, also create space for SRN material and Faulty material,

**Ageing Control:-** Planning with other circle warehouse for material requirement if any other circle has material ageing as well as Coordinate with Network team & SCM department for reduce ageing and hold material PO which lying in warehouse to Reduce Ageing inventory,

**Warehouse Management:-** Warehouse Daily Activity I.e. inward, outward and material stock control, Now following FIFO method, Bin Cards, Post Delivery Control, Invoice process, Warehouse Layout, Managing 3rd PL WSP & LSP team's and Warehouse Month End Internal Audit & External Audit – 100% Accuracy since last 6 years in External Audit System Stock Vs WMS MIS Stock Vs Physical Stock (TDN - MP & CG WH),

**Scrap Control:-** Following 3 R's (Reuse, Reduce, Recycle) and SRN Material Control,

**Optimum utilization:-** Warehouse & logistics resources, Managing Supply Chain for distributing goods in warehouse for achievement of targets within specified parameters and cost control in Logistics,

**Vendor Management:-** Vendors Inventory Management - Locating, evaluating and finalizing Goods and Service Suppliers and Material Recon,

**PO Vs Delivery:-** Coordination with Supplier for Local Goods delivery also Planning for material delivery before required time line and distribution from Warehouse,

**Experience:-** To Find New Warehouse Selection, Setup to Operation,

**Reverse logistics:-** Co-ordination & implementation of Reverse logistics with CAM Process,

**Inventory Management:-** Ensuring Optimum Inventory level to ensure smooth availability of finished goods & spares and End to End Material Reconciliation,

**Commercial:-** Coordination with Sales Tax Department and Tax Consultant (CA) for Way Bill (Road Permit Form-49) Availability to Reconciliation & utilization report with Finance, Also Coordinate for C-Form, F-Form and VAT and CST Challan's as well as Entry Tax,

**Negotiation:-** Cost Controlling and Reducing, Price and Scope Negotiation with Logistics and Warehouse service provider. Reduce Logistics cost though Maximum Delivery's on Milk Run process,

**Report's:-** MIS report's & Monthly, Quarterly, Half yearly and Yearly progress report's Warehouse and Logistics,

**PROFESSIONAL EXPERIENCE:-**

**Zetwerk Business Pvt Ltd , Bangalore ,** Jan''22-Feb''23

**Manager – Supply Chain Management**

Coordinate with purchase team for timely material supply.  
LC payment confirmation to the payment and banking team.  
Create the PO/BOM/BOQ as per requirement.  
Make the RGP / NRGp gate pass / Invoice as per requirement  
Manage the inventory (RM/Offcut/WIP/FG/Bought Out/Consumable/Asset/Scrap) on PAN India Basis.  
Coordinate with supplier for Input Tax Credit.  
Coordinate with transporter/customer for timely material supplies to the customer as per Agreement FOR/Ex work.  
Prepare the inventory list as per contract wise/ As per line-item wise inventory for plant and supplier locations.  
Physical stock verification for Plant and Supplier locations on PAN India basis.  
Material reconciliation on PAN India Basis.  
LC reconciliation on PAN India Basis.  
Input TAX credit reconciliation on PAN India Basis.  
Monthly Scrap Liquidation on PAN Basis.  
Prepare the Ageing Report on PAN India Basis.  
BOQ / CN Revision as per contract.  
Maintain the 05S/Six Sigma/Kaizen / JIT approach on the plant.  
Reduce the lead time. Optimum material utilization.  
Material Issue to production department as per drawing to the Shop Floor.  
Prepared the Consumption Report.  
Calculate the Burning Loss and Scrap percentage as per contract  
Material Loading as per LOT Number / Packing Number

**Carus Laboratories Pvt Ltd , Karnal, Haryana,**

**October''20-Jan''22**

**Manager: - Supply Chain Management**

Dispatch planning for PAN India CFA as per requirement according to sales  
Consolidated the last 03-month PAN India sales report from marg,  
Generate the PAN India carrying and forwarding agents current stock report and prepare the material requirement planning,  
PAN India material requirement planning provide to production unit to prepared total Raw material requirement and packing material requirement according to sales target,  
After getting the total raw material requirement and packing material requirement gets minimum three quotation from raw material supplier if rate is excess from last price getting the approval from senior management for purchase of the material,

Coordinate with brand manager if any changes into packing material and replaced the new packing material with same product  
Coordinate with 03<sup>rd</sup> party finished goods supplier to full fill the sales requirement  
Follow up with vendors and supplier for timely 03<sup>rd</sup> party finished goods material delivery at central warehouse and raw material and packing materials to production unit store.  
Send raw material to quality test and packing material to quality assurance after passed the quality check and assurance start to process of vendor and supplier payment if gets any deviation generate the debit or credit note and signoff copies provide to the vendors  
After completion of the goods receipt note raw and packing material hand over to production unit as per batch process records , production planning to primary secondary area,  
After completion of one batch or LOT getting the material consumption from production unit and complete the hand over take over formalities of raw and packing material,  
After preparation of the raw material to finished goods material release to central warehouse team from secondary packing area,  
Records all the material in marg and maintain the stock register,  
After Collection all the material at central warehouse and start the material dispatch planning as per sales requirement of PAN India CFA. Coordinate with transporter for timely vehicles available on the central warehouse,  
Rate negotiation with supplier and vendors  
Supervise to stores, central warehouse and PAN India CFA to follow the company guidelines if gets any deviation errors warn and penalize to debit note  
Monthly audit to stores central warehouse and local CFA checking to stock, gate entry register , rate , MRP are correct , material stacking norms are follow as per company guideline,  
Maintain the gift item and sample item stores some near expiry material convert to sample material,  
Arrange the vehicles for gift item material receiving,  
Coordinate the sales team for billing of the material as per ND, ID and FD division,  
Randomly checking the invoices material transfer as per rate and other CFA also received on the same price rate,  
Generate the credit note after verifying of expiry and breakage material receiving  
Update the GSTR1 and invoice count on the portal  
Coordinate with transporters supplier and CFA , WSP , LSP for timely bill submission check and verify all the bills as per agreement and pass the account team for payment.

**Tikona Digital Networks Pvt. Ltd. , Indore ,**

**March'2011 – October''20**

**Sr. Executive: - Supply Chain Management**

**Warehousing Management: -**

To ensure warehouse dispatch as per FIFO method,  
Warehouse month end audit & Material Recon,  
Optimum utilization of logistics resources,  
Highlighting material discrepancy for getting replacements & Insurance process,  
Implement Reverse logistics process in warehouse,  
Responsible for inward, Outward and all transaction of warehouse

To ensure warehouse for checking of Invoice as per terms & conditions with customer PO, To ensure physical verification of material with respect to packing list/customer PO/BOQ,

Space management in warehouse,

Planning, arrangement, co-ordination and monitoring of transportation and distribution from warehouse to various cities in Madhya-Pradesh,

Post delivery control,

Ageing control & material follow,

### **Inventory Management:-**

End to End material recon for ISP, NW & Sales (SD),

Understanding the Material requirement for the month (site wise) in consumption with the Project Manager & Network Head, and indenting the same in co-ordination with the SCM Department.

Material requirement after consider ageing. Scrap unused material,

Reduce PAN India ageing with material requirement those material not orders which is lying in other circle's ageing,

Actively involved in controlling and liquidation of stocks for the particular sites.

Control, Manage, maintain and supervise inventory periodically.

To ensure supplier for timely deliver the material against PO in warehouse also co-ordination for the same,

Monthly Material Recon with Project Manager, NW Heads and SDSA Heads,

### **Commercial Management:-**

E way Bill Generation recon & utilization report with Finance & Tax Consultant, Entry Tax,

Responsible for recovery from insurance companies against short shipment, damage of goods, which are usually of high value,

Verifications of Transporter and Warehouse Agency bills for payment on monthly basis.

Price Negotiations with transporters & local Warehouse agency for MP-CG circle.

Cost saving in logistic for use Milk Run Delivery system in dispatch.

### **General Management:-**

Managing a team of seven workers (WSP+LSP) and Two Executive.

Involved at Circle level in budget planning (SCM) as well as Warehouse Utilization.

Ensure that all logistic matters follow the procedures/routines established by TDN and are in accordance with TDN policies.

MIS report's & Monthly, Quarterly, Half yearly and Yearly progress report's

**Warehouse Executive**

Managing warehouse inventory as per FIFO (First in first out) method and control inventory or CWIP,

Handling Inventory Pilot-Project. Coordinating and managing Inventory and Inventory data-related maintenance activities, including daily operations (Inventory Control Tool),

Material Requirement planning for projects rolled out.

Preparing Out of DPE MRN and cases,

Prepare Quarterly MRN for Material requirement with all higher authorities,

Material recon and Capped Items recon,

Responsible for PO against Delivery, Pending and IUT (Inter Unit Transfer),

Preparing Monthly Requirement for Project Roll-out sites and upgrade and arrange material,

Preparing material receipt reports on a weekly basis and reporting to Central Team,

Reporting to Project Manager on a daily basis with CAM/MAM - Reverse Logistics (SRN), Repair & Return & Daily Dispatch Tracker, Tracking remaining material of On Air Sites,

Working on WIMS (Warehouse Inventory Management System)

Coordination with supplier and vendor for timely deliver the material at Warehouse,

Handling inventory Pilot-Project and report to Project Manger and Central Team,

Responsible for reconciliation of Material and Capped Item recon,

Arrange material from PO and other circle inventory and Good knowledge of form-49,

Making quarterly MRN for Material with all Project & Operation Managers,

Expert in MIS report of warehouse,

Putting Material alert for short fall of Material to Project manager and Central Team, ,

Manage Warehousing like, Inward and Outward and Manage Warehouse agency Team,

**Inventory Management Pilot Project:** - Inventory Management Tool (Based on Excel) for Project to maintain Stock, Material Planning and Reporting with special features for Reverse Logistics for remaining material at sites

**Hariyali Kisaan Bazaar, Indore**

**March'2007 – DEC'2008**

**Dispatch Officer**

Prepared MIS report; crafted reports and submitted it to the head office.

Handled a 50K Sq. feet W/H with team of 40 members ensures proper flow of work.

Received the title of “best worker of the month” during the work tenure.

Efficiently handled operations and warehouse department.

Coordinated with the suppliers for timely delivery of materials; ensured about safely delivery of materials at the site.

Crafted reports about the transport and vendors bill and submitted it to the head office; before sending the bills verified its authenticity.

Ensured about proper dispatch and delivery of material from warehouse to site.

Performed duties related to the SAP like GRPO (Good Received Purchase Note).

Involved in monitoring inventory material.

Handled a team of dispatchers and ensured about proper maintenance of materials.

Prepared reports about inventory materials and submitted it to the manager.

Supported the team for various maintenance management activities.

Conducted a verification of monthly stock of inventory materials.

Coordinated with the dispatcher to ensure accurate service and operation.

**Godfrey Phillips India Limited, Indore** **April'2004 – March'2007**

**Warehouse in charge & Store Executive**

Handled operations and warehouse department.

Coordinated with the suppliers for the receivable of materials within a given time frame.

Involved in the material identification like MRN (Material Requisition Note) generation for new rolls out sites.

Coordinated with the vendors related to the smooth and timely delivery of materials at the site.

Ensured about the timely dispatch of materials from warehouse to the site; look after the Updating of stock control system.

Prepared reports and submitted it to the reporting manager.

Verified vendors and transport bills before sending it to the head office.

Prepared reports and submitted it to the reporting manager.

➤ **EDUCATION:-**

Diploma in Logistics Supply Chain & Cargo Management from DAVV, Indore  
High School Examination from M.P. Board Bhopal,  
Higher Secondary Examination from M.P. Board Bhopal  
B.Com (With Tax Group) [Govindram Sakesaria College, Jabalpur  
Rani Durgavati Vishwavidyalaya, Jabalpur)  
Diploma in Office Automation from IICT Computer Classes at Indore In year 2005.

➤ **Personal Profile:-**

Date of Birth	15 May 1982
Father's Name	Shree Pramod Jha
Permanent Address	33, Sec-C, Sli-03, Scheme No.78 ○ Indore (M.P.), 452010

➤ **Strengths: -** Hard-Working, co-operative, creative, target oriented, cheerful and enthusiastic.

➤ **Language Known: -** Hindi, English.

➤ **Hobbies: -** Meet New Persons, Running, and Gardening.

**Declaration**

I hereby declare that the information furnished above is true and complete to the best of my knowledge. I am ready to provide related testimonials as and when required.

Date: - .....

Place: - .....

(Dharmendra Jha)