

BISWAJIT MOHAPATRA

QR NO – P.W.D. LA/12

INDUSTRIAL ESTATE,

ROURKELA, SUNDARGARH

ODISHA - 769004

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CAREER OBJECTIVE

To work in a professionally managed organization that would provide an excellent opportunity for enhancing my abilities and to be a part of challenging tasks to meet the organizational goals.

EDUCATION

- ❑ **MBA** with specialization Material & Logistics **Management in** Karnataka state Govt open University.
- ❑ A Graduate Degree in Arts **BA** from Manavbharti University.

On the technical front I am having good command over Logistics module in **ORACLE** and having experience on Oracle based online software's GEMS, as well as in Spoton **LINK,ERP,SAP,Microsoft Outlook** I am well versed with PC/Laptop operations.

1Technical Qualification

Education	Board / Institute	Specialization	Year of Passing
I.T.I	MITC Rourkela	Electrical	2002
Adv Material Management	Kazian global school of Business Management	Advance Mtrl Management.	2013

PROFESSIONAL EXPERIENCE

Over 09years of experience in Warehousing/Operation/Logistics and Distribution Management.

Presently working with Qwik supply chain Pvt Ltd a group of Reliance Retail at Rourkela(Odisha) from 26th Dec 2019 to till date as Hub Manager(Deputy Manager) in Last Mile Operation.

COMPANY PROFILE

Qwik supplychain Private Limited is a Non-govt company, incorporated on 09 Nov, 2000. It's a private unlisted company and is classified as 'company limited by shares'. Company's authorized capital stands at Rs 962.7 lakhs and has 4.6400747% paid-up capital which is Rs 44.67 lakhs. Fine Tech Corporation Private Limited last annual general meet (AGM) happened on 29 Dec, 2017. The company last updated its financials on 31 Mar, 2017 as per Ministry of Corporate Affairs (MCA).

Role & Responsibility

- Looking after basically B2B business(E-Commerce) & Operation work in Last mile Operation.
- Looking after inward and outward load.
- Stock reconciliations.
- All operational work through SAP and hub performance to be monitor on regular basis.
- All communication through Microsoft Outlook.
- Deliveries and pickups through Delivery executives.
- Receiving Inbound Load and then short them rout wise.
- Rout wise OFD&OFP for all delivery executive and Van.
- Team Briefing regarding performance, new updates, grooming, customer escalations, solving their issues and huddle.

- RTO & RVP forwarding to the vendor after doing content verification, packaging and stickering for all shipments.
- DH Pickup for all concern customers.
- Supporting field executives for their smooth deliveries and pickup.
- Stock reconciliation to be done.
- Verification for all Pickups from customer to be done and perfect packaging before forwarding to return station.
- Delivery rxecutive wise reconciliation for all pending goods.
- Productivity tracker for all executive and hub.
- E O D reconciliation of Pending shipments to be done.

1.Employer : Instakart Services Pvt Ltd(Group of Flipkart.Com)
Designation : Sr.Team Leader (From 22nd May2014 to 13th Dec2019)

COMPANY PROFILE

Flipkart Online Services Pvt. Ltd. owns and operates an online shopping Website in India. It provides books, movies, music, games, consoles, gaming accessories, mobiles, mobile accessories, cameras, camera accessories, computers, computer accessories, network components, software, peripherals, home and kitchen appliances, TV and video products, and personal and health care products. Flipkart Online Services Pvt. Ltd. was founded in 2007 and is based in Bengaluru, India.

Role & Responsibility

- Looking after inward and outward load.
- Stock reconciliations.
- All operational work through E.R.P and hub performance to be monitor on regular basis.
- Deliveries and pickups through warehouse executives.
- Receiving Inbound Load and then short them rout wise.
- Rout wise OFD&OFP for all W.M. and Van.
- Looking after all N.S.S., O.D.A, I.A. location shipments.
- Coordinate with Market Place Vendor.
- Team Briefing regarding performance, new updates, grooming, customer escalations, solving their issues and huddle.
- Do follow-up for P1D, DAY0, Zero escalation, Delivery%.
- Attendance tracker and reporting of W.M. to be updated.

- Reconciliation of Pending shipments.
- RTO & RVP forwarding to the vendor after doing content verification, packaging and stickering for all shipments.
- DH Pickup for all concern customers.
- Supporting field executives for their smooth deliveries and pickup.
- Stock reconciliation to be done.
- Verification for all Pickups from customer to be done and perfect packaging before forwarding to return station.
- W.M. wise reconciliation for all pending goods.
- Productivity tracker for all W.M. and hub.
- Collection of Cash from all field executives and Van.
- Cash reconciliation to be done on regular basis.
- E O D reconciliation of Pending shipments to be done.
- DDR, DH summery, E O D checklist reports to be send to the concern.
- Performance review for all W.M. in every week.
- Make them understand about their present performance and mistakes.
- Daily operational planning and issues to be discussed with Incharge.

2.Employer : Startek Logistic Pvt Ltd (Spot On)
Desigmtion : Operation Assistant.(From 16th Sep2013 to 9th Apr 2014)

Role & Responsibility

Loading & unloading the vehicle with proper remarks on challan.

- ❖ Taking Stock on daily basis
- ❖ Arranging vehicle for outbound load and bill rising for freight.

3. Employer : Ashok Leyland UAE (LLC)
Designation : Associate (Store Dept)(From 10th Dec 2009 to 22th Nov 2010)

Role and Responsibility

- ❖ Good knowledge of automobile Plant.
- ❖ Taking stock on daily basis
- ❖ Issue consumable mtrl in line wise.
- ❖ Update Received mtrl & issue mtrl Properly.
- ❖ Follow up on FIFO rule.
- ❖ Monthly Stock update to Purchase Department.
- **EXTRA ACTIVITY :**
 - ❖ Team Member for the Quality Circle Team
 - ❖ Safety related knowledge.

Involved in 3C, 5S Activities

- ❖ Team member of Process & productivity improvement

4. Employer : Gati Ltd.
Company Profile

GATI Ltd, is a leader in express cargo delivery and a pioneer in distribution and supply chain management solution in India since 1989 with a turn over of Rs 4577 million. The network of GATI reaches 594 dist. Out of 602 in India and abroad also.

Role and Responsibility

- ❖ Associate. (From 2nd April 2007 To 2nd Oct 2009)
- ❖ Loading & unloading the vehicle with proper remarks on challan.
 - ❖ Taking Stock on daily basis
 - ❖ Arranging vehicle for outbound load and bill rising for freight.
 - ❖ Dispatching load on sector wise, Reports and follow.

Handling all activities related to warehousing like physical receipt, stacking & dispatches

- Monitor receipts. Dispatches & inventory
- Ensure accuracy in processing customer orders, item retrivals, and dispatches as per defined process flow and maintain all the related records.
- Verification of sales returns and rejections and their accounting.

Order processing and invoice generation as per the company policy

EXTRA ACTIVITY:

- ❖ Team member of safety
- ❖ Productivity improvement.

Personal Information

Name	Biswajit Mohapatra
Gender	Male
Marital Status	Married
Languages Known	English, Hindi, Oriya
Nationality	Indian
Date Of Birth	24-10-1982
Passport Number	S1803623
Place of Issue	Bhubaneswar.

DECLARATION

I hereby declare that the details furnished above true to the best of my knowledge.

Yours Truly,

Date:

(Biswajit Mohapatra)