

CURRICULAM VITAE

MAHENDER SINGH RAWAT

Mob: 9643032320,

E-mail: msr86@gmail.com

Address: -293-A, 1st Floor, Nyay Khand-3,
Indrapuram, Ghaziabad, U.P-201014.

OBJECTIVE

To build a successful carrier in field of Supply Chain, Warehouse & Logistics. To seek a suitable position that will provide me the opportunity to utilize my skill and learn new concepts to enhance my learning & contribute significantly to the growth of the organization.

SKILLS

- Warehousing operations Management (Full Warehouse Management System as well as Lean Warehouse Management system).
- Logistics, inventory Management as well as Supply Chain Management system.
- Experience of managing IT networking, peripherals, security mobility & home appliances goods Warehouse.
- Handling warehousing, logistics, delivery & dispatch from Mother-Warehouse to Pan India operations.
- Work in computerized environment with TALLY, BUSY SAP and ERP.

WORK EXPERIENCE

Kent Ro Systems Ltd.

Senior- Executive-Warehouse & Logistics

From August 2020 to till date.

Job Responsibility

- Prepare Daily MIS (stock report, dispatch report, pending dispatch report, GRN report, GRN pending report, E-way bill report, DTR report).
- Prepare dispatch sheet location wise as per dispatch plan, Generate Branch transfer as per plan, Generate Sale invoice as per Sales order, prepare E-way bill for invoice.
- Prepare GRN against Import / Domestic Invoice / Production floor. Prepare Sales-return invoice.
- Coordination with courier & transporters for arrange the vehicle & pickup for consignment. Tracking in-transit consignments time to time.
- Final verification of all material with security person & transporter as per invoice before loading. Final check of all the documents for outwards, (L.R. / Invoice / E-way bill P.O.).
- Maintain all records & filing all documents against inward / outwards.
- Maintain FIFO for system for outward. Physical stock count monthly basis and

handover report to management.

- Handling more than 25 manpower team regarding warehouse activity. Maintain labeling for warehouse storage location / MFG. wise & labeling stock for online partner order.
- Properly utilize of warehouse equipment (Lift, Conveyor, Forklift, Hand Lifter, Trolley, Pallet, Ladder) & timely maintenance and service of warehouse equipment.
- Arrange stationary for warehouse activities. Couriers / transporters bill handover to accounts after physical verification.
- Faulty / Damage goods issue to production team for rework & maintain inventory of faulty location.
- Prepare Packing list & E-way Bill for Export consignment & dispatch the consignments for Export.

Compuage Infocom Ltd.

Supply Chain Executive

From April 2017 to July 2020.

Job Responsibility

- Provide daily MIS reports (dispatch report, undelivered report, stock report, sale report) & data to SCM & Business team on requirement basis within time frame.
- Coordination with purchase team for upcoming/in transit consignment. Follow-up with vendors & courier companies for upcoming goods.
- Manage all inbound and outbound activity for goods. Supervise loading & unloading consignment, check incoming & outgoing consignment, price, quantity & quality as per purchase order or invoice.
- GRN in SAP. Share GRN report with all sales & purchase team.
- Manage all outbound process, arrange the goods as per sale order, goods checking, packing & dispatch for delivery.
- Arrange the transportation & courier for dispatch & delivery. Follow-up with Courier Company for timely shipment delivery. Daily transportation route planning.
- Generate the E-way Bill as per invoice. Handover the consignment to transporter & Courier Company with all required documents.
- Claim to vendor for all DOA material with physical invoice & product wise & then kept in proper position with the help of system.
- Visit to branches for training programs and warehouse audit purpose.
- Physical stock audit on monthly basis. Monthly MIS report share with management (Physical stock audit report, sale report, courier bill, transporter bill, freight report).
- Maintain stock quality, checking, daily audit, interacting customer requirement and claim.
- Checking and tracking of all POD copy from delivery invoice & managing all filling & filing of warehouse & keep all records for documentation.

SPARK TECHNOLOGIES PVT. LTD.

Warehouse In-charge

August 2010 to February 2017.

ARTEK ENTERPRISES PVT. LTD.

Warehouse Assistant

May 2008 to July 2010

FASTTRAX FOOD PVT. LTD.

Store Assistant

April 2007 to May 2008.

PROFESSIONAL & ACADEMIC QUALIFICATIONS

- Diploma in BUSINESS ADMINISTRATION from National Institute of Labour Education and Management.
- Diploma in MATERIAL MANAGEMENT from National Institute of Labour Education and Management.
- B.Com. (Pass)
- XII standard from C.B.S.E.
- X standard from C.B.S.E.

COMPUTER PROFICIENCY

- Basic Computer Course from Bharatiya Vidya Bhawan from Delhi.
- Basic Computer Accountancy Course from Webcom Technologies from Delhi.
- Working knowledge of MS Office, Internet accessing, E-mail handling in MS outlook,
- TALLY, BUSY, SAP and ERP.

PERSONAL INFORMATION

Father's Name : Sh. Satender Singh Rawat
Marital Status : Married
Date of Birth : 13th April, 1986

DECLARATION

I, MAHENDER SINGH RAWAT hereby declare that all the disclosures stated by me above are true to the best of my knowledge and belief.

Date:

Place: Ghaziabad, U.P.

(MAHENDER SINGH RAWAT)