

# **BASHISHTA NARAYAN GIRI**

**Mobile: +91 8285871106 Email –bn.giri191@gmail.com**

In pursuit of challenging assignments in Warehousing Operations, Inventory Control, Quality Assurance with a reputed and growth-driven organization.

## **Major Accountabilities:-**

Responsible for the following aspects of the supply chain: transport, warehousing and distribution. Also involved in identifying and implementing initiatives to reduce the overall supply chain cost base.

## **Work Experience:-**

- Present Working in **TVS Supply Chain Solutions C/O DIC India Limited**. As a Warehouse operation from Apr-2019 to till Date.
- **TVS Logistics Service Limited C/O Sony India Pvt. Ltd.** warehouse operation from Jan-2017 to Apr-2019
- **Drive India Enterprise Solutions Limited C/O HCL Ltd.** warehouse operation from Jul-2014 to Jan-2017
- **Shift Supervisor for MJ Logistics C/O ITC Limited Hassangarh Haryana** from Jan-2012 to Jun-2014

## **PROFESSIONAL IT KEY SKILLS:**

- Well versed with the concepts of MS Office (Excel, Word), Outlook Express, Internet Explorer,
- Done Computer course 1year
- Working with SAP.
- Fair knowledge of WMS. AND SAP

## **JOB RESPONSIBILITY:**

- Receipt of material and Physical Verification.
- Following all checklist inward & Outward.
- Binning, Location update and stock taking.
- Receipt of material stock in through SAP.
- Order Processing through SAP.
- Pick list generation through SAP.
- Preparing Material Dispatch document and pre checklist.
- Preparation of all dispatch related documentation required as per transporters.
- MIS reports – Prepared Daily Service Report (DSR).
- Tracking of shipments and arranging Proof of deliveries (POD).
- Daily cycle count.
- Handling Email – Response and other customer concerning issue.
- Making short and excess daily basis and always tried to nil zero variance
- 100% Quality checking
- Always try to nil the stock of carton damage product.

## SKILLS

- A quick learner with can do attitude; possess analytical skills, honed with ability to liaise at all management levels.
- Proficiency in grasping new concepts quickly and utilizing the same in a productive manner.

### Personal Detail:-

Father's Name	:	Shri Rabindra Giri
Date of birth	:	08-02-1991
Nationality	:	Indian
Languages known	:	Hindi /English & Bhojpuri
Sex	:	Male
Marital status	:	Married

### Present address:-

Village	:	Malakpur
Post Office	:	Surajpur
District	:	Gautam Budh Nagar, Greater Noida
Pin Code	:	201305
State	:	Uttar Pradesh

I hereby declare above mentioned information is true to the best of my knowledge.

**(Bashishta Narayan Giri)**