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| SK ObjectiveTo enhance my professional skills, capabilities and knowledge in an organization, where the ultimate motive is Professional satisfaction. Dynamic Professional with 10 years of experience in fields of Distribution, Inventory Management, Purchasing, Logistics, accounts & all commercial activity.IT Skills **MS Office** – Outlook, Excel with formulation, word & Power point.  **ERP Program**- Worked in ERP also in previous companies.  **SAP (SD/MM)-** Worked 6 yrs CORE COMPETENCIES **Warehouse Inventory Management**  **Vendor Development & Performance**  **Team Building & Management**  **Logistic/Supply Chain Management**  **Leadership & Strategic Planning**  **Business continuity Planning**  **Cost Optimization** Personality Traits **Analytical and Problem-solving skills**  **People management skills**  **Communication skills**  **Interpersonal skills**  **Result Oriented**  **Decision maker**  **Collaborator & Innovator**  **Mentoring** Personal Details **Date of Birth**: 05th May,1982  **Languages Known**: English, Hindi & Marathi  **Address**: H.No.-17, Akash Nagar, Indragarhi, Ghaziabad-201302 (U.P.) India  **Hobbies:** Music & Reading language skills Fluent in reading, writing & speaking both Language  **English -**  Hindi- Education **High School** (UP Board) - 2000  **Inter** (UP Board)- 2005  BA (Economics)- 2011 | |  |  | | --- | --- | | SURESH KUMAR  +91 9167230644 singh.suresh45@gmail.com  **Supply Chain Functions - |Supply Planning, Commercial Operations, Logistics, Distribution, Purchase, Inventory Management and Warehouse Management with an organization of high repute in Pharmaceutical industry|** |  |  Experience **Novacare Healthcare Solutions Pvt. Ltd. (A Unit of Entero)**. **Gurgaon**  **Asst. Manager Operations (July 2020- till date)**  **Key Result Areas:**   * Customer Credit control as per approved limit and business analysis. * Set distribution goals and plan and manage distribution operations to achieve the set goals & Oversee whole warehouse Operations. * Assist in inventory management activities including receiving, storing, rotating and handling supplies in distribution center. * Ensure timely submission of claims & MIS reports (Daily, Weekly and Monthly basis as per by Management and Supplier) * Ensure goods are stored properly and at the right temperature. * Develop distribution budgets and manage expenses within the budgets. * Must be able to perform duties with moderate to low supervision. * Timeline and accuracy of reports to be maintained all the time. * Provide support as required to ensure the availability and performance of developed reports and dashboards for all users. * Participate in business analysis activities together required reporting and dashboard requirements of the business increase. * Operations team & keep performing Data analysis for generating reports on periodic basis. * Identify resources, perform workload assignments and provide assistances when required. * Monitor team performances and provide feedback for improvements. * Follow and enforce company policies and procedures. * Address customer queries and ensure customer satisfaction. * Manage Customer Master with proper documents checking and update scheme and prices as per approved scheme and prices by Company Management. * Handle Projects as per company polices and tracking as well as and guide team as per required by Management. * Always archive our goal in work as per required by Management. * Daily, weekly and monthly meeting with Branches team and motivated with query resolved on time.   **Emenox Healthcare (Div. of Marion Biotech Pvt. Ltd.) Noida**  **Asst. Manager Logistics (May 2016-Jun 2020)**  **Key Result Areas:**   * Bill checking of transporter with scanning LR copy and submit to account department, Payments follow-up, new dealer account opening. * Customer Credit control as per approved limit and business analysis. * Insurance claim from Transporter against shortage and damage goods. * Managed all types of Stock transfers as per Orders & Indents from H.O. * Take information from All India Locations & follow up with Cargo / Transports for in transit and outgoing/ incoming goods. * Follow up non-moving &slow-moving goods at CWH and CSA’s.      * Recover claim amount from Cargo / Transporters against shortages/ Damages. * Close tracking for temperature sensitive products (cold chain products 2-8č) & ensure timely delivery at destinations. * Received all type goods against NA in CWH form Manufactured as per order details given by H.O. * Make online E-Way Bill and CWH sales tax report every month. * Make MIS report as per office expenses and Transport bills. * Scheme updation in Master. * Product wise Batch and Price updation in Master. * New Customer creation in Master as per approved documents. * Warehouse stock mention (expiry, return goods, damage etc.) * Price negation to Transporter for FTL vehicle and part load consignments.   **Lupin Ltd – Ghaziabad (CFA)**  **Warehouse Executive (March 2010-April 2016)**  **Key Result Areas:**   * Provide prompt, efficient and friendly customer service. * Maintaining all type invoicing and Stock transfer as per Orders. * Take information of goods delivery to customer by transports. * Give advice to CFA for stock transfers to other locations & call goods from other location for Utter Pradesh state. * Take information from All India Locations &follow up with Cargo / Transports for in transit goods. * Information send to HO of non-moving & slow-moving goods at our Depot. * Providing facilities to office staff & complete their requirements. * Monitor expiry breakage claims settlements in proper way within time limit. * Close tracking for temperature sensitive products (cold chain products 2-8č) & ensure timely delivery at destinations. * Handling /Monitoring CFA activities & advise them to change system, if required. * Every month send account statement to customer for outstanding for cheques and DD required for payment on time. |