

# Dara Singh

VPO- Lokri, Tehsil, Pataudi, Dist-Gurgaon

Mobile- 08684979471

[Email Id- darasingh8684@gmail.com](mailto:darasingh8684@gmail.com)

## PROFILE SUMMARY

- I am a dynamic professional with 12+ years of experience in Material Management, Pan India Operation Handling (Supply Chain Management), Inventory Management, Cost optimization(P&L), Documentation, warehouse administration, Operation accuracy, MIS Reporting, merchandising, logistics, & fleet management etc.
- Expertise at managing an entire breadth of commercial operations, Supplier Quality Improvement, Material Movement, etc. fleet management, & Entire warehouse management with great no's of team members.
- Excellence in addressing operational issues, resolving performance bottlenecks and achieving desired objectives, with a good leadership flag.
- Well versed with SAP for Stock Transaction, Allocation, GRC, & reporting format etc.
- Experience in planning and monitoring receipt, storage, return of unsold stock, inventory control and transactions between inward and outward of goods, transportation, E-com, WMS designing, new facility setup, team appointments, loss prevention Etc.
- Acumen in handling Distribution & Dispatch Functions and Stock Management
- Proficiency in identification of cost-effective measures to achieve substantial reduction in operations expenditures and work within the budget
- A sound leader with strong interpersonal & relationship management skills to conceptualize and modify the present system to optimize resources at all levels
- New projects implementation, along with end-to-end team and supply chain management.
- Experienced to handle multi-client facility.
- Commodity / Business which are already handled by me, E-com, Apparels, Hard goods, Auto parts, Electronics, Footwear, Grocery etc.

## CORE COMPETENCIES

- Managing overall operations with a view to ensuring timely accomplishment of distribution targets within the time within pan india.
- Ensuring constant material availability for easy distribution execution with specific focus.
- Tracking & maintaining inventory levels in the stores for all items required. Managing the inventory levels thereby ensuring optimum use of inventory at the warehouse level.
- Planning and monitoring warehouse operations of receipt, storage, return of unsold stock, inventory control.
- Administrations, overall facility and operations management, vendor management, logistics planning and end delivery planning and monitoring.
- Customer-oriented, and well understood of retail and fashion apparels, white goods, electronics, spare part divisions, toys, luxury brands; E-commerce operations are forte.
- Profound knowledge of managing large-scale warehouse distribution systems.
- Extensive experience monitoring staff performance and providing motivation.
- Solid knowledge of lean principles and techniques to maximize customer value.
- Sound knowledge of the use of inventory software.
- Well Experienced to handle new projects, SOP and operations and team development.
- Having experience driving 3 measure projects, Grofer(Grocery) Kothari ,Eshopbox ,Stock area and Red tape.

## **GATI KWE - Warehouse Executive - Aug-2012 to May-2016**

- Achieving high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Measure and report on the effectiveness of warehousing activities and employee's performance
- Organize and maintain inventory and storage area
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations and coach employees
- Determine staffing levels and assign workload
- Interface with customers to answer questions or solve problems
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Confer and coordinate activities with other departments.

## **ITC Ltd - Sr. SCM Executive/Merchandise Planner- Jun-2016 to Sep-2018**

- To develop plans by working out replenishment strategies to make the business yield more profits
- maintain contact with the vendors to ensure timely delivery of the goods.
- Make sure that the inventory plans are executed to meet the required standards.
- maintain records and update them to meet the business requirements.
- partner with several merchants to forecast the future trends.
- establish, maintain and predict the exact demand and ensure that the products are delivered on time.
- effective strategic plans to liquidate products in a profitable way.
- good problem-solving skills and should be able to present effective and logical solutions in a timely manner.
- possess exceptional communication and management skills to build professional relationships with a diverse range of people.
- good analyzing ability and should be able to interpret the information in a qualitative manner.
- ability to think out of the box and implement strategies that would benefit the organization.
- proficient in computers and should have an aptitude and inclination to grasp the technical applications.

## **Ecom Express Pvt.LTD – Assistant Manager - Oct-2018 to Apr-2022**

- Handling inventory like Apparel, Shoes and cosmetics (The Body Shop).
- Maintain the warehouse according to the 5'S.
- Maintain inventory of 4 lac with 15k live SKU.
- Internal audit of all Inward, Put-away, Inventory, and outward transaction, stock transfer.
- Ensure maximum utilization of warehouse by proper Warehouse Data management in NAV.
- Maintain the FIFO at Picking to dispatch.
- Dispatch 7000 orders daily.
- Handling Warehouse space of 2 lack sq. Ft. With over 15k live SKU.
- Ensure daily stock taking and periodic reconciliation for verification & Shift scheduling.
- Stock accuracy through monitoring on daily activities of stock receipt, storage and dispatch of goods.
- Beauty products. & manpower planning and optimum utilization of manpower, handling team of 100+ people, MIS report on the company development, prepare

report on inbound

- Generate picklist for B2C, B2B, D2C and locate the SKU which were not picked and try to 100% filtrate and provide guidance on various processing while delegating work to them & Handling rejection due to various reason outbound operations.

◆ Additional Highlights: -

- Apart from the regular warehouse and supply chain process, we also deal with store return, which mainly comes from all stores including company stores franchise and SIS stores,
- Once we get the store return, we must maintain the product decorum and to be refurbished
- We change the tags and reliable to make it resalable.
- We check the quality and quantity of the return goods and to be complete the requirement to sell on the full price.
- We ensure the least damage and maximum output on the store returns goods to become back to us.
- All relevant documents and fulfillment are also suggested from all levels to prevent all kinds of breakers having this from the stores.
- We ensure the least loss to suggest and create a special price for the damaged goods to avoid the scrap of the goods and recover at least the cost price out the completely damaged goods.
- B2B, D2C and B2C business segments.

## **Powerhouse91 Pvt. LTD – Warehouse/SCM Manager - May-2022 to Jan-2024**

- Handling inventory like Sanitary pads, Fitness products and medical equipment.
- Maintain the warehouse according to the 5'S.
- Maintain inventory of 3.4 Cr. with 1k live SKU.
- Internal audit of all Inward, Put-away, Inventory, and outward transaction, stock transfer.
- Ensure maximum utilization of warehouse by proper Warehouse Data management in Unicom.
- Maintain the FIFO at Picking to dispatch.
- Dispatch 20000 orders Qty on a daily basis.
- Handling Warehouse space of 1 lack sq. Ft. With over 1k lives SKU.
- Ensure daily stock taking and periodic reconciliation for verification. & Shift scheduling
- Stock accuracy through monitoring on daily activities of stock receipt, storage and dispatch of goods.
- Handling the AZAH, Expertomind, Slovic, Supr Home. Manpower planning and optimum utilization of manpower, handling team of 100+ people, MIS report on the company development, prepare report on inbound, outbound, RTO.
- Generate picklist for B2C, B2B, D2C and locate the SKU which were not picked and try to 100% filtrate and provide guidance on various processing while delegating work to them; Handling rejection due to various reason outbound operations.
- Handling the two types of Inventories: -RM and PM.

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- B2B, D2C and B2C business segments.

## **Drona Logitech Pvt. LTD – Operation Sr. Manager - Jan-2024 to Till Time**

- Multi-client Operations handled (The Bodyshop, White Goods, Grocery, Fitness Product, Footwear, Apparel and ETC).
- Handling a team size of 300+
- Handling a Four warehouse of 2 Lakh sq. ft. and with multi-client in pan India (SRT, HYD, HRY and MUM).
- Driving accuracy, productivity and performances from all DC accounts.
- Making sure SOP's are met.
- Planning and scheduling the deliveries of goods and cargoes within the frame
- Daily operations, client reviews and reports, daily reporting, and service level as per the contract
- Manpower training and operations improvements
- Customer Query and complaints handlings
- Identify key productive person
- Review with customer and internal team along with management
- Expanding the business recruitment and team building by frequent coaching and training
- Vendor development for distribution center
- Inventory management
- WMS

## **Software proficiency**

• Skill Type	Skill Name	Proficiency	Last Used	Years of Experience
• ERP	SAP (SD/MM Module)	Expert	2020	9
• ERP	Navision Software	Expert	2019	1
• OS	Windows 98	Expert	2014	3

## **Every Day Skill Overview**

- Well versed with MS Office Suite (Word, PowerPoint & Excel), SAP and Internet Applications

- excellent oral and written communication skills.
- people management skills, including the ability to lead and motivate others, delegate work and explain ideas.
- Planning to deliver the expectations of an organization.
- Ability to work as part of a team.
- Ability to inspire, motivate and lead a team of people.
- Basic analysis of warehouse operations.
- initiative and decisiveness.
- Enthusiasm.
- Technical and IT skills, particularly when it comes to database management and spreadsheets
- Problem-solving skills and the ability to work on a tactical and strategic level
- The ability to work under pressure and to tight deadlines

## EDUCATION

- B. Tech from Kurukshetra University Haryana in 2012.
- Ethical Hacking from Appin Institute Gurgaon in 2010.
- Diploma in Computer Application from Aptech.

## PERSONAL DETAILS

- **Name** - **Dara Singh**
- **Father's Name** - **Sh. Hawa Singh**
- **DOB** - **07-Aug-1989**
- **Marital Status** - **Married**
- **Language** - **English/Hindi**

Thanks & Regard

DARA SINGH