

# CURRICUL VITAE

Name – ROHIT KUMAR MISHRA

Address -491-Trilok nagar (Near Cambridge school) Dewas (M.P)

Email – [rht.k.mishra@gmail.com](mailto:rht.k.mishra@gmail.com)      Passport No: - U3070227 Exp,date-13-05-2031.

Mobile No: +918889171353, (+237)- 658787559      WhatsApp NO: +237-658787559.

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## JOB OBJECTIVE

Seeking senior level assignments in Supply Chain Management/ Warehouse Management/ Import and Export Documentation with an organization of repute, preferably in Manufacturing/ Retail sector/Distribution Trading Company.

## PROFILE SUMMARY

- A dynamic professional with nearly 19 years of experience in Store in charge & Warehouse / Logistics Operations.
- Comprehensive experience in managing logistics operations involving dispatch activities from national & international destinations to another involving a multitude of carriers.
- Skilled in planning, directing and implementing various techniques for efficient warehouse operations; assigning and evaluating the work performance of personnel assigned to warehouse viz. receipt, storage, issues, dispatch, etc.
- Proven ability in managing of world class state-of-the-art warehousing facilities with complete system and procedures.
- Proficiency in managing technically advanced, cost-efficient, state of the art supply chain & logistic systems / processes
- Technical quality checking in finish good material.
- Stock manage in warehouse/finish good /store in charge Manufacturing, plant,SKU/FIFO,/LIFO System,

## WORK EXPERIENCE.

**(1). Since Jan 2021 to till now with ARKAYS Group West Africa, Cameroun, Douala as Warehouse & Supply chain Manager**

R. Kamal Trading Co is the fastest growing and currently distributes products and brands in Consumer Electronics, National Paints Dubai & Coatings, Fevicol Pidilite product Adhesives & Colorants, and Household articles of daily use.

## Job Role:

- Warehouse administration, Operation & monitoring Manpower management in warehouse.
- Co-ordinate with transporter and logistics service providers for Pending Order Delivery to customer and branch.
- Preparing daily closing stock dashboard and forecasting allocation report.

- Multiple warehouse management.
  - Good Experience in handling the 3PL Warehouse.
  - Maintain the FIFO method.
  - Process implement Inbound, outbound department.
  - Daily Reconcile Stock after physical checking.
  - Space management according to Transit Shipment.
  - Maintain Up to date Damage, Expiry stock record.
  - Monitoring Packing Material Manpower productivity.
  - First understand the process after that Introduce New Process for increase productivity.
  - Proper investigation of Theft & Excess dispatch and taken corrective action.
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**(2) Since July 2017 to Jun- 2020 West Africa, Monrovia (Liberia) & Liberia electricity corporation Power project as Warehouse In charge & Supply chain**

**PROJECT DETAILS:**

**Title : (132 KV) 66/22/33KV LACEEP-AF MAIN DISTRIBUTION, SUBSTATION & 66KV TRANSMISSION LINE. MONROVIA, LIBERIA. WORLD BANK PROJECT.**

- Power Transmission line & substations & Distribution, work in warehouse in charge, (power project).
- Preparation for Daily Inventory Dash Board Report,
- planning, organizing and controlling of Warehouse' over-all operations.
- Manage stock control: the self-assured receipt, storage, retrieval and timely delivery of goods;
- Issue Inventory report, IN/OUT status report, dead stock report, goods age report, consumption report,
- Manpower status report Head of Department

**(3) Since Nov 2012 to July 2017 Delight Dairy Pat (Ltd) ,Dewas (M.P) Store in charge & Purchases of packing item, machinery parts,dailiy processing material in plant,**

**Fastest growing Fast Moving Consumer Goods (FMCG) and Consumer,**

**,Manufacturer of - Milk powder & Butter milk Ghee, milk,**

Preparing aging and SKU wise Variance & Growth report as per category market.

- Shouldering responsibility of managing inventory and stock allocation, coding, labeling and maintenance of inventory
- Handling large & medium size of FMCG Products
- Controlling inventory levels by conducting physical counts; reconciling with ERP System
- Administering activities like Management Reporting like daily transactions with inventory check-up and dispatch/ delivery reports
- Coordinating with higher management
- Forwarding vendor invoices to Finance for payment processing invoice & E way bill of Garnet

**(4) Since march 2001 to Nov 2012 Anchor Electrical (Panasonic Group) Bhuj Gujrat (Kuch) Store Keeper & manufacturing plant, Quality Control.**

- ISO Control of Quality
- Issue Inventory report, IN/OUT status report, dead stock report, goods age report, consumption report
- Quality checking of making report of management.
- Stock inventory end of month & handling main power
- GRN & RGP report.
- Preparing reports to highlight issues and problems and distributing the reports to the relevant people

**(5) Since Nov 2019 to July 2020 Digital Marketing Pvt Ltd Indore (M.P) Store in charge & Trading of .ABB Drive Industrial supply material.& Electrical Control panel,**

- Making the invoice & E way bill of Garnet
- Stock inventory end of month & handling main power
- GRN & RGP report.
- Issue Inventory report, IN/OUT status report, dead stock report, goods age report, consumption report
- Giving the proper explanation of the particular product.
- Meeting monthly sale targets.
- Good knowledge of Microsoft Excel.
- To keep a track on customers Shipment.

**EDUCATION**

- ♦ 10<sup>th</sup> during 1991 affiliated to firoj Gandhi enter college Allahabad (U.P),
- ♦ 12<sup>th</sup> Narayan vidhya mandir 1991-1993 affiliated to Narayan vidhya mandir Dawas (M.P),
- ♦ **Graduation: BA K.P** College during -1996 affiliated to K.P College Dawas (M.P),
- ♦ *Course of warehouse Material management, 2 year, Narayan vidhya mandir Dawas (M.P)*

**COMPUTER PROFICIE**

- Office Automation: Excellent Knowledge of MS Office, Internet & Microsoft out Look.
- Database Application software: SAP & SEGA,
- Decent in working on Computers.
- Application MS Office (Word, Excel, Power Point).
- Tally ERP 9 version, Sage Group.
- Internet and Email Setup.

**PERSONAL DETAILS**

Father Name – Puroshtam Mishra

Date of Birth - 28/05/1976

Nationality - Indian

Religion - Hindu

Marital Status – mirage.

Gender - Male

Languages Known – English. Hindi, (French (Average)

**Declaration:** I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place:**

Signature,

**Date:-**

**Rohit mishra**