MANOJ KUMAR DASH

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# A dedicated professional with more than 14 years of qualitative experience in complete Supply Chain Management (Material Planning & Scheduling, Inventory Management and Warehouse Management).

**BRIEF PROFILE: -**

* Assistant Manager in Warehouse Operations at Bajaj Electricals Ltd..
* Warehouse management professional with 14+ year of experience.
* Core Competencies: Warehouse management, Team management, Inventory Control, Space management, Logistics Management – Inbound & Outbound, Working knowledge in ERP System.
* M. B.A. from Perriyar University, Tamilnadu.
* LL.B. from Utkal University, Odisha.
* PGDCA from Computer Research and Application Centre, Odisha.
* Graduation from Utkal University, Odisha.
* Good communication, Negotiation, analytical, presentations skill, fast learner independent and team work.

# WORK EXPERIENCE

* **Organization**: Bajaj Electricals Ltd. Consumer Care Department

From 1st Feb`19 till dates continuing.

**\*** Working as Executive 01 March2010 to 31st March2012 in Adonis Electronics P. Ltd., Bhubaneswar.

\* Working as Commercial Executive from 1st Jan2008 to 28th Feb’2010 in Godrej & Boyce Mfg. Co. Ltd. in Logistic Department.

\* Working as Commercial Executive from 2nd April 1995 to 31st Dec’07 in Rajarani Service Station, Bhubaneswar.

**Responsibilities: -**

* + Experience in handling entire warehouse operations including material receipt, storage, inventory control, planning, team handling and job allocation.
  + Ensuring proper documentation for inward of materials.
  + Checking for variance of stocks by conducting cycle count.
  + Imparting training to subordinates thereby ensuring optimal performance & increasing their skill matrix in warehousing operations.
  + Managed entire supply chain activities via. Online management system.
  + Managing transporter billing verification & documentation – POD (Proof of Delivery) with reversal logistics.
  + Preparation & submission of timely MIS (Daily, Weekly & Monthly Reports.)
  + Inbound Operation - Arrival of materials, GRN in ERP and put away.
  + Outbound Operation – Stock transfer, invoice generation and E-way bill.
  + End to End Operations Management- From Central Warehouse to Regional Warehouse, Warehouse to Dealers.
  + Monitoring Arrival and Sales Order to Dispatches on Daily Basis.
  + Relevant All Reports- preparation & Analysis- Daily, Weekly, Monthly.
  + Inspection of defective spares from dealers and give RMA (return material adjustment).
  + Scrap proposal process.
  + Inventory Control, Stock Count & Reconciliation – Weekly, Monthly.
  + POD Management.
  + Process Improvement & Innovation within budget & Cost control.

**Key Accomplishments: -**

* Mainly focused on cycle count and allocation while working in retail warehouse.
* Cycle count gives me results about inventory accuracy and if any wrong put away is done in the bins. If discrepancy found for any bin, it needs to be correct immediately.
* Checking allocation such that 100 % staging is done to heavy duty racks.
* To monitor that allocation zone should be free from materials which are pending to GRN. Only GRN done materials need to be allocated.
* Monitoring all Inbound and Outbound activities in BAJAJ ELECTRICALS LIMITED warehouse operations.
* Mainly focused on KPI, KRA and SLA to achieve optimum level of performance.

# SKILLS & QUALIFICATIONS: -

* Data Analysis in Excel, used Function like VLOOKUP, Filter, Pivot table, Arithmetic Formulas, typing.
* ERP like Oracle.

# ACADEMIC: -

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| **Degree** | **Year of Passing** | **Institute/University** | **Division** |
| **M.B.A.** | 2005 | Perriyar University, Tamilnadu. | 2nd Division. |
| **LL.B.** | 1995 | Utkal University, Odisha | 2nd Division |
| **PGDCA** | 1995 | Computer Research & Application Centre | 1st. Division |
| **Graduation** | 1992 | Utkal University, Odisha | General |

**PERSONAL DETAILS**

**Hobbies: -** Meditation, Listening Music etc.

**Languages: -** English, Hindi, and Odiya.

**Date of Birth:- 28th June 1972**

**Permanent Address**: LB-64, Laxmisagar BRIT Colony, Stage-1,

Bhubaneswar, Odisha, Pin-751006.Ph.9437695433

**Place** :- Bhubaneswar Manoj Kumar Dash

**Date** :-