

# Hari Kishan Singh

## Contact

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## Profile

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Experienced Warehouse Manager with 18+ years in Pharma warehouse and stores management, presently serving as Warehouse Officer at Mission Pharma Logistics (I) Pvt Ltd. Proven expertise in directing operations, optimizing processes, and ensuring quality assurance. Skilled in recruitment, training, and scheduling for production needs. A resourceful leader with a focus on maximizing space utilization, implementing automation, and ensuring compliance with quality standards. Proficient in online IT packages and bar-code operations. Strong communicator adept at boosting morale and efficiency through constructive feedback.

## Experience

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### Warehouse Officer

April 2022- Present

Mission Pharma Logistics (I) Pvt Ltd., KASEZ

- Warehouse Officer at Mission Pharma Logistics (I) Pvt Ltd.
- Manages operations in a Danish medical kit manufacturing unit, specializing in global distribution for NGOs, WHO, UNICEF, and government health programs.
- Plans and oversees warehouse activities, including material receipt, storage, and export stuffing plans.
- Enhances facility for efficient and clean production and packing.
- Allocates and manages manpower for diverse roles in export shipments.
- Handles inventory, assists in material purchase, and conducts annual audits.
- Develops reports on inventory and implements ABC classification of vendors.
- Sets up and executes weekly, monthly, and quarterly warehousing plans.
- Manages transit orders from supplier premises.

### Warehouse Co-Ordinator

April 2014 – Mar 2022

Mission Pharma Logistics (I) Pvt Ltd., KASEZ

- Manages daily production planning, inventory, and manpower.

- Assists in purchase, logistics, and annual audits.
- Plans and budgets warehousing, including expansion projects.
- Develops inventory reports, implements vendor classification.
- Handles transit orders, minimizing product obsolescence.
- Collaborates on ongoing projects and modifications.
- Guides warehousing with software and bar codes.
- Maintains records, supports stock counts, logistic, and exports.
- Establishes and supports a packing development cell.

### **Warehouse Manager**

Jan 2013– March 2014

Marvel Fragrances Company, KASEZ

- Manages project reports, timelines, and resource needs.
- Plans and schedules production and packing activities.
- Coordinates corrugation planning and purchase orders.
- Ensures timely document completion for audits.
- Monitors project status and arranges stuffing plans.
- Enhances factory facilities for efficient production.

### **Executive – Warehouse & Management**

April 2007– Jan 2013

Mission Pharma Logistics (I) Pvt Ltd., KASEZ

- Manages daily production planning, inventory, and manpower.
- Assists in purchase, logistics, and setting up warehousing plans.
- Plans and budgets for expansion projects, purchase functions, including cost estimation and negotiations.

### **Medical Representative**

Aug 2001 – Dec 2003

Dext Parental Pvt. Ltd. – Punjab

The individual in question held accountability for the marketing and promotion of all injectable items manufactured by the company. Daily updates on market sales were conducted, and regular reports were provided to the Area Manager.

### **Medical Representative**

April 2000 – Jun 2000

Unimarck Health Care – Delhi

The undersigned assumed responsibility for the marketing and promotion of the company's ethical product, employing expertise to achieve monthly targets. Engaged in regular visits to hospitals, dispensaries, and healthcare stores.

## Education

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### Post Graduate Diploma

April 2000 – Jun 2000

MIT (Maharashtra Institute of Technology), Pune

### Bachelor in Science (B. Sc.)

Jun 1997 – April 2000

VBS Purvanchal University (U.P)

### Higher Secondary (HSC)

July 1997 – Jun 1997

Modern School, Gandhidham, Kutch, Gujarat, 370201

### Senior Secondary (SSC)

Jun 1994 – Jun 1995

Modern School, Gandhidham, Kutch, Gujarat, 370201

## Skills

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- Independent Team Leadership
- Adaptability
- Logical Reasoning
- Effective Communication
- Efficient Task Completion
- Problem Anticipation
- Relationship Building
- Project Management
- Quality Assurance
- Team Motivation
- Warehouse Operations
- In-house Project Management

## Training Attended

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- Safety Health & Environment, Supervisory Excellence.
- Project Management training at AMA- Ahmedabad
- Firefighting training.
- DGM training for Sea.
- GDP training.
- GMP training.