

Rithik Punyani

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EXECUTIVE SUMMARY

A dedicated and results-driven warehouse professional eager to contribute my experience and expertise to a warehouse team. With a strong background in warehouse operations and a track record of optimizing processes, I am poised to make a meaningful impact on productivity and efficiency through my adaptability, attention to details and my commitment towards safety. Also, worked in kettle chips warehouse (packing, sorting, labeling, etc.)

SKILLS

Organizational Skills: Inventory management, understanding of systematic sorting and arrangement, attention to detail, time-management, safety awareness.

Interpersonal Skills: Effective communicator, keen learner, team-spirit, problem-solving attitude, leadership-spirit

IT Skills: Microsoft Office including Word, Excel, Outlook, Access

Languages: English, Hindi, Punjabi

WORK EXPERIENCE

Papa Johns, Norwich, UK

Dec 2022 – Sept 2023

- Taking customer orders, handling cash transactions, and providing exceptional customer service.
- Preparing and cooking pizza and other menu items while adhering to food safety and quality standards.
- Maintaining a clean and organized work area, including kitchen and dining areas.
- Collaborating with team members to ensure smooth restaurant operations.
- Handling delivery orders, driving safely, and ensuring on-time deliveries.
- Training new employees on pizza-making techniques, customer service, and company policies.

Gem Of Norwich, Norwich, UK

Sept 2021 – Dec 2022

- Serving on tables – welcoming and seating guests, taking orders, memorizing menu.
- Recommending dishes to upsell appetizers, desserts, drinks etc.
- Lifting 10 kg supplies boxes.
- Working on till (order taking, billing).
- Food running to deliver food quickly and accurately on tables.
- Back-end cleaning and organizing.

Warehouse Operator, Shree Battery House, Ambala, India

Jan 2021 – Aug 2022

- Proficiently sorting incoming shipments based on product type, and packaging size to facilitate organized storage and retrieval.
- Demonstrating exceptional attention to detail when packaging products into boxes or containers, ensuring accurate quantities and quality control checks.
- Conducting thorough quality checks to identify and remove damaged products, maintaining high product quality standards.
- Lifting and moving stock of heavy boxes when needed, organizing backstock for easy access.
- Applying product labels and barcodes to packaged items, ensuring proper identification and ease of tracking within the warehouse.

- Assisting in maintaining inventory accuracy by conducting regular cycle counts, tracking product levels, and reporting discrepancies to supervisors.

Warehouse operator, kettle chips, Norwich, UK

Dec 2022 – Jan 2023

- Ensuring picking documentation was completed correctly to provide accurate and relevant information to Warehouse Supervisor.
- Stacking cardboard boxes and pallets.
- Accurately staged and sorted products for loading.
- Lifting heavy boxes up to 30kg.
- Consistently achieved daily picking targets through diligent work ethic and dedication to warehouse regulations.

COMMUNITY SERVICE EXPERIENCE

Volunteer, Rang De Ambala, Municipal Corporation, Ambala, India

Jan 2018 - Aug 2018

Answering calls, replying to emails, having meetings with sponsors, and working with other volunteers to paint thoughtful designs on some neglected corners of the city and turning them into beautiful attractions.

EXTRA-CURRICULAR ACTIVITIES

- Researched and learnt about SEO, found high-performing keywords to use for some budding YouTube creators' videos.
- Volunteered at Raahgiri Ambala (A project by Haryana Government), managed backstage tasks, took initiative, and handled mic on-stage at times when appointed anchors were not available.
- Co-ordinated backstage as a part of the managing committee organizing college fests every year.

EDUCATION

M.Sc. Marketing

University of East Anglia, Norwich

Sept 2022 - Sept 2023

Bachelor of Commerce- Business Management

Kurukshetra University, Ambala, India

June 2017 - May 2021