

RAMESH KUMAR VERMA

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National and International work experience in Warehouse ,Supply Chain and Procurement of Packaging Materials

Driven Warehouse Manager with years of working in demanding environment. Excellent leadership skill and ability to lead a team to great success. Keen eye for detail to locate areas of improvement.

Summary

Overall responsible for administrative and functional controlling related to Inventory Management, Supply of Materials , Order Processing, Good Warehousing Practice standard of the Plant Store , Procurement of all types of Packaging Materials , Ability to control +200 people's team. Handle ISO audit (Online / Offline documents) and internal audit . Used SAP for more than 7 years.

Key Skills

Good Warehousing skills, Materials management (Raw materials ,Packaging Materials ,WIP and Finished goods) skills , Monitoring skill , Planning skills ,Manpower management skills , Time management skills and Critical thinking skills to find alternative solution for problem, Teamwork skill and Procurement management skill for Packaging Materials

CAREER CHRONICLE

Ranga Reddy Glass Industries Limited , Hyderabad

(This is a glass container manufacturer company)

Since March 2017 to till date

Manager Warehouse

Overall responsible for administrative and functional controlling related to inventory management and supply of material and maintaining Good Warehousing Practices (GWP) standards of the Plant Stores.

Responsible for overall operations of Plant Stores.

Responsible to advise, monitor and support activities related to handling and storage of material in the plant.

To provide support & advise warehouse staff to coordinate with external parties including vendors,

Responsible to ensure optimum utilization of resources including space, material handling Equipments, manpower etc.

Responsible to ensure that physical stocks of all the material including packing materials and Finished Goods.

Define problems, establishes facts, analyze situations and make decisions.

Interact with and lead employees at various levels.

Create a roster for staff as this is a 24-hour operation, hence, manpower needs to be planned in multiple shifts according to order flow.

Inspect the warehouse and keep the warehouse clean , safe and organized daily.

Manage warehouse staff of approximately 160 staff's team

Daily & weekly resource planning (vehicles etc) based on planned loads

Process, package and ship orders accurately as per requirements.

Organize stocks and maintain inventory

Inspect products for defects and damages

Examine ingoing and outgoing shipments

Responsible to ensure timely removal of scrap as per guidelines and contract.

Manage and resolve external & internal queries relating to quote/order status, billing, client account information/permissioning, and compliance issues.

Ascertain urgency of order to be picked up on a daily basis and dispatch accordingly .

Monitor all order throughout the day to ensure 100% dispatch efficiency

Ensured all paperwork (Eway bill ,LR, Packing List and Invoice) is filled out in and all required information is documented

Manage day to day operation of warehouse .

Organize warehouse space

Receive, unload and place incoming inventory items appropriately

Abide by company's all safety and hygiene regulations are strictly applied in warehouse

Contribute ideas on ways to improve or optimize warehousing procedures.

PRAGATI GLASS GULF LLC , OMAN

From

March 2016 to June.2016

Coordination Manager Purchase department Including Import and Store .

Received requirement from concern department and check availability of stock in hand .

Make monthly purchasing plan .

If new item , Than send drawing and specification of item to vendor for quotation .

Make comparative for selection vendor .

Send comparative to General Manager for approval finalize vendor

Send mail to supplier for Proforma Invoice .

Check all details of Proforma Invoice with quotation .

Create P.O. and sent to supplier via mail and received acknowledgement from supplier .

Follow up with suppliers to assure supply of materials in lead time.

Check Bills of lading and confirm to supplier .

Send all original documents to CHA for clear Container

Develop new supplier in Dubai and Oman.

Monitoring and ensure that all items are delivered to store on time.

Coordinates and resolves problems with end user departments and supplier . .

Disposal scrap material.

SAVER GLASS LLC , DUBAI (This is a French Multi- National and ISO 9001 ,14000 & 22000 certified Company ,

Production capacity is 300 TPD and Manufacturer of Luxurious glass bottle) .

From January 2013 to March 2015

Packaging Store Supervisor

Monitor and recommend improvements in processes to increase efficiency of Packaging department and monitor inventory for warehouse and maintain records of all physical transactions and prepare documents for same.

ensure compliance of all company policies including Health, safety, environment, quality, HR and Other policies at Packaging Store area .

Coordinate with respective departments (production/quality/warehouse departments) to monitor everyday activities of units and ensure efficient working continuous improvement in same.

Manage all work according to packing schedule and maintain an inventory of materials and completion of all projects with required timeframe.
Develop right vendors to bring cost-effectiveness.

Procurement of all Packaging Materials (Wooden Pallet With Heat treatment , Corrugated E Flute or B Flute Carton plate / Tray , Box , Partition ., Shrink Film , Polythene Rolls , Stretch Film , LDPE Strap etc.) .

Received one month production plan and check availability of stock in hand .

Make monthly purchasing plan .

If new item , Than send drawing and specification of item to supplier for quotation .

After receipt of Quotation , Negotiations with Supplier for price .

Choose best quotation (For price , quality & Supplier performance) and sent to France for final approved .

After approved of sample , divide ratio in supplier.

Create P.O. in SAP and sent to supplier via mail and received acknowledgement from supplier .

Follow up with suppliers to assure supply of materials in lead time.

Responsible for quantity , quality and bursting capacity of material.

Raised GRN in SAP .

Issue material for production .

Used advance technique for Proper handling and storage of material.

Inventory control.

Meeting with supplier.

Carrying out Vendor analysis & vendor development for sourcing quality products.

Monitoring vendors' performance on timely deliveries, quantity, cost & quality parameters.

Disposal scrap material.

Claim raised against supply if any.

Prepared MIS .

Maintain ISO documents in online system.

Handle ISO and internal audit.

HINDUSTAN NATIOANAL GLASS & INDUSTRIES LTD. ,Kolkata (This is India 's leading glass container manufacturer ,ISO 9001 ,14000 , 22000 certified company and it's production capacity is 700 TPD .)

May'2008-Nov'2012

Senior Assistant (Warehouse)

Receipt material from production .

Raised GRN in SAP.

Responsible for Packing and Repacking.

Proper Storage / Stacking and handling of material .

Planning product availability at designated warehouse location and Used space with efficiently.

Breakage control and cost reduction.

Responsible for P.D.I. report from cold end and coordinate with Q.C. department,

Manpower Management . (Handle + 130 persons team .Assistant warehouse , Packer (Carter) , Shrink Machine operators ,Loaders , Conveyer operators , Forklift Driver , Pallet shrink machine operators and general workers.

Decision Making , Problem Solving Skills & Leadership

LA OPALA RG LIMITED , Madhupur (Manufacturer of OPAL GLASS kitchenware (Dinner set) and LED CRYSTAL GLASSWARE and ISO 9001 Certified company)

Oct.1995-April 2008

Godown Assistant

Received Plainware and physical verification.

Plainware issue to Contractor for job work and received the same after complete work and physical verification.

Responsible for packing and repacking of material .

After Packing, Issue Production Slip & Maintenance Bin Card.

Inventory Control of F.G. & W.I.P. and keep minimum stock in W.I.P. .

Maintenance of RG1 Register

Maintenance of RG 23A Part 1 & Part 2 and Maintenance of RG 23C Part 1 & Part 2 .

Taken MODVAT from inputs and capital goods .

Preparation of Monthly Reports & RT-12 Return for excise Office .

Preparation Export Invoice, AR-4 for Export.

Coordinate with Inspector and Superintendent of Central Excise

- Arrange Transportation (Truck or by Rail) for timely Dispatch .
- Coordinate with Transporters & Railway Goods shed.
- Despatch of materials, Plan dispatch schedule as per sales order & \Clear Customer query.
- Preparation Domestic Invoice & check C form and road permit .
- Coordinate with Sales and Production team .
- Book stock tallies with the physical stock .
- Handle ISO and Internal Stock Audits of Various Warehouses.

ARVIND INDUSTRIES , MADHUPUR

Aug'90-Sep'95

Assistant Storekeeper

- Raising the indents on time and sent to purchase manager .
- Receipt of Materials & Physical Verification.
- Preparation of GRN .
- Maintenance of Bin Card .
- Maintenance of Stores Ledger .
- Issue of Materials .
- Preparation of Weekly and Monthly reports .
- Maintenance Minimum & Maximum stock .
- Book stock tallies with the physical stock .
- Coordinate with Accounts and Purchase deptt.

B.Com; 1989 ~ Bhagalpur University

Language known : English , Hindi , Marwari (Rajasthani) & Bengali

Date of Birth: 26th July 1968