**SOHANVIR SINGH**



Vill-Kadrabad,

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**OBJECTIVE:**

To obtain a position as a Distribution Manager that utilizes my 4 years of distribution and logistics management experience, my experience founding and managing a small business.

**PROFESSIONAL SUMMARY**

Experience with successfully managing all aspects of a large distribution center including implementing automated distribution systems; selecting, managing and training staff; developing and managing the departmental budget; establishing and monitoring productivity goals; and leading cross-functional teams on key projects. Have designed theLayout,organization, processes, and procedures for a distribution facility.

**Work Experience**

**Marble Store manager: Dec 2011 to till date working with Krishna Marble and Tiles**

1. Maintain stock report daily basis and update in files
2. Manage all staff and given proper instructions for do work
3. Generate sales Leeds
4. Consternate on cleaning office, godoown and marble and granite salbs
5. Full knowledge of marble and granite measurement and calculate in Sq feet area,
6. Full knowledge of calculate profit and loss on marble slabs
7. Full knowledge of making marble quantity reports on paper and in computer
8. Full Knowledge of loading and Unloading marble and tiles

***Associate Warehouse Manager:*Jun. 2008–2011, M/s Piramal Healthcare Pvt. Ltd. Ghaziabad (U.P)**

1. Managed a full-service department of 25 staff members encompassing Shipping & Receiving, Production, Assembly, Pickers and Packers; monitored production equipment operations.
2. Offer proper management to the 120,00 square foot warehouse along with 25 bays as well as 4 fork lifts.
3. Provide necessary scheduling for all staffs.
4. Supervise and coordinate the unloading of inbound shipments.
5. Orderly stacking of product and the picking and staging of outbound shipments.
6. Manage the distribution center transportation fleet.
7. Confer with department heads to ensure coordination of warehouse activities such as production, sales, and purchasing.
8. Screen and hire warehouse personnel and issue work assignments.
9. Verified required inbound/outbound paperwork with drivers.
10. Ensured that all products were properly counted.
11. Participated in establishing work schedules, and ensured that the schedules were correctly implemented and jobs were assigned effectively and completed properly.
12. Moved products to storage areas with proper equipment and efficiently stacked and stored the merchandise in the appropriate area.
13. Ensured the efficient and safe operation of all material handling equipment.
14. Coordinated and/or checked in product returns and updated inventory balances on hand.
15. Inspected physical condition of warehouse and equipment and prepared work orders for repair and requisitions for replacement of equipment.
16. Gathered and maintained all data records relative to shipping activities.
17. Ensured the efficient and safe operation of all material handling equipment
18. Maintained a clean, neat, and orderly work area and assisted in maintaining the security and safety of the warehouse.
19. Ensuring Timely Monitoring VAT returns as per the act and Complete of all statutory requirements on stipulated dates.
20. Keeping the Debit note, Credit note, Payment, Journal entries & rectify entries. And the Daily Cash & Bank reconciliation of C&F
21. Debtor’s control – taking necessary steps to recover the receivables and loan after taking the business call in coordination with the sales. It’s proper accounting and reporting as per the company
22. Handel all issues regarding with the Form “C”, “F” & Road permit.
23. Maintain all records Regarding with the Inward & Outward, & Maintain the Stock in SAP and taking necessary action if we have received the Shortage from Factory & Transport.
24. Good knowledge of accounts
25. Good knowledge of SAP (ME Module only)

**QUALIFICATIONS:**

* High School From U.P Board with IInd Division
* Intermediate From M.P. Board with Ist Division

**PROFESSIONAL QUALIFICATION:**

* Pursuing MBA from the PunaUnivercity
* B.C.A ( Bachelor in Computer Application from Institute of management & research which is affiliated to C.C.S University, Meerut with Ist Division
* D.C.A ( Diploma In Computer Application) from Starlight Foundation. Neemuch

**TECHNICAL SKILLS:**

* **Operating System :** Dos, Windows (95,98,2000), Windows XP Pro
* **Data Base** **:** Oracle, Ms \_Access
* **Online Software :** SAP (ME Module Only) , Deport Software
* **Languages** **:** **C**, Visual Basic 6.0
* **Browsing**  **:** Internet Explorer & IBM Lotus Notes
* **Application Software:** Ms \_Office , Etc.
* **Accounting :** Tally 5.4, Tally 6.3, Tally 7.2, Tally 9.0
* **Other :** LANNetworking, Hardware & Software

Maintenance,

* **Typing Speed :** 20 -25 words per minute

**CURRENT CTC: 35000/ month**

**PERSONAL DETAIL :**

**FATHER'S NAME** : Shri Jagshoran Singh

**DATE OF BIRTH :** 08-11-1985

**GENDER :** Male

**M.STATUS : M**arried

**NATIONALITY :** Indian

**LANGUAGE KNOWN :** Hindi & English

**HOBBIES :** Playing Cricket and watching, Solving Math

Questions

**STRENGTHS :** Creativity, Quick adaptable to situations, Good

Communication skills

**DATE :**

**PLACE :**  **(SOHANVIR SINGH)**