

KESHAV DASHRATH PARAB
ADD:-204, Bhumik Dham, Ekta Nagar,
Nandivli Road, Dombivli (E) 421503.

Mobile No: 9930908842
email: keshav07parab@gmail.com



Work Experience

PRATIK ENTERPRISE: (RED BULL INDIA PVT LTD)

Designation: Warehouse Manager (Since March18):

Job Profile

- Taking count of all Finished Goods from all warehouse at Pan level of India
- Visit all warehouse at PAN level for streamline if there is issues.
- Assign the daily routine for all warehouse incharge
- Prepare the duty roster for all incharge
- Preparing new order requirement in Purchase Process.
- Maintain the Stock in all warehouse on invoice basis(Inward-Outward)
- Prepare the MIS & analyze for development process.
- Physical audit of all locations with records.
- Prepare Warehouse Layout Management
- Maintain FIFO
- Responsible for timely dispatch of Goods at Location.
- Arrange the vehicle for dispatch of Materials
- Co-ordination between Warehouse & Vendor for supply of Goods.

PHARMAX INDIA PVT LTD:

Designation: Store Assistant (Dec'17-March18):

Job Profile

- Taking inventory of Stocks on weekly basis, Preparing reports in ERP systems as well as in manual books.
- Co-ordination with purchase department & factory for availability of Stock of required goods for production.

CIPLA LIMITED:

Designation: Warehouse Assistant (Apr'11 – Dec'17):

Job Profile

- Responsible for organising the safe and efficient receipt, storage and dispatch of warehoused goods
- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program and operational procedures
- Responsible for the data entry and inventory of all stock
- Generating Online E-WAY BILLS for Madhya Pradesh, Gujrat, Andhra Pradesh & Telangana

KRISH LOGISTICS CORPORATION:

Designation: Warehouse Assistant (Feb'10 – Mar'11):

Job Profile

- Include high-level administrative tasks, customer service tasks and maintaining the warehouse in a safe and orderly fashion
- Maintain the daily records of position of warehouse
- Receiving the materials and dispatching the materials location wise
- Manage the flow of stock through a warehouse, monitoring goods in and out, safely and efficiently moving
- Provide administrative support to all levels of their organization

SPARSH BPO LTD:

Designation: Website Assistant (Jun'08 – Jan'10)

Job Profile

- Answer incoming calls from customers for various reasons- take orders, answer inquiries, resolve complaints and provide information
- Resolve customer complaints via phone, email, mail, or social media



Education

T.Y.B.Com (2012-15) - Yashwantrao Chavan Maharashtra Open University

Result: 2nd Class



Software Skills:

MS – Office (ADVANCED EXCEL & WORD)

Internet, Basics of Computer Hardware & Software



Personal Details:

Date of Birth: 7th Dec' 1983

Marital Status: Married

Known languages: English, Hindi & Marathi

I, Keshav Parab, hereby testify that all the details in this Resume are accurate to the best of my knowledge.