

BINOD KUMAR SRIVASTAVA

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Seeking to work in a growth-oriented organization high repute

PERSONAL SUMMARY

A hardworking, passionate, dedicated and resourceful as a Store and warehouse Manager with more than 17 years' Experience.

HIGHLIGHTS

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| <ul style="list-style-type: none">• Store Management• Material Management• Warehouse Management• Retail Warehouse Operation• Visual Management• Transportation and Distribution Operations• Store Operations• Logistic Management• Vendor Negotiations• Recruiting & Hiring• Training & Development | <ul style="list-style-type: none">• Team Management• Inventory Controller• Budgeting and Analysis• Internal Audit ISO & IATF Standard• Advance Excel & PPT• Best Shop Floor Practice Kaizen & 5's• Space Management• GST• Cost Control• Safety Rules• E-Waste & Scrap |
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WORK EXPERIENCE SYNOPSIS

Organization	Industry Type	Designation and Department	Experience
TVS Supply Chain Solution (Voltas Spares Parts Mother Warehouse)- Mundka, Delhi	3PL (Spare Parts)	Warehouse In charge	Mar'19 To Till Date
Rosenberger Electronics Co. India Private Limited – Manesar, Gurgaon, HR	Automobile & Telecom Cable Mfg.	Assistant Manager – Store	Jan'17 To Mar'19
BGM Telecommunications-Sahibabad, Ghaziabad, UP	Mobile Mfg.	Manager – Store & FG Store	Aug'15 to Dec'16
GDN Enterprises P LTD, OPTIMUS GROUP - NOIDA, UP	Mobile Mfg.	Manager – Store & FG Store	Jan'13 to Aug'15
Maxx Mobile Communication Ltd.-Haridwar, UK	Mobile & Accessories Mfg.	Assistant Manager – Warehouse	Feb'10 to Jan'13
Acme Tele power Ltd- Rudrapur, UK	Telecom Mfg.	Sr. Executive – Store	May'07 to Feb'10
Bharti Airtel Ltd–Okhla, Delhi	Telecom Mfg.	Executive – Warehouse	Oct'05 to May'07
LG Electronics India Ltd.-Greater NOIDA, UP	Electronics Mfg.	Officer - Store	Jun'02 to Oct'05

PROFESSIONAL EXPERIENCE

TVS Supply Chain Solution (TVS Group), Mundka, Delhi.

- Looking Overall Operation of Warehouse as a Warehouse in Charge.
- Warehouse Space is 48677 Sq. Ft with HDR (Havey Duty Rack) & LDR (Light Duty Rack).
- Handle 6500 SKU and 7 Lacs Qty in Spare Part of Customer TATA VOLTAS Electronics.
- Inventory maintains in SAP and Trace with Barcoding and Scanning system in END to END Process.
- Handle all item Individual Packing of standard packing format by Customer.
- Handle 60 Manpower (Team Size is 19 Staff and 41 Labor).

- Handle End To End Process of Warehouse.
- Handle Customer Escalation and Closed within Time Frame.
- Delivery Done within SLA 98%.
- Handle Delivery of STO (Stock Transfer Order in PAN India) or IBT (Inter Branch Transfer in PAN India) as per SLA and Branch SF Delivery (Delhi & NCR) with 24 Hrs for Dedicated Vehicle and Bikers.
- Handle Mother Warehouse and distribution of PAN India with Dedicated and Courier Vehicles.
- Handle bills processing of Transportation and Negotiate Transporter Rate.

**BGM Telecommunications, Sahibabad, Ghaziabad (U.P.),
GDN Enterprises P LTD, NOIDA, OPTIMUS GROUP,**

Duties: -

- Administering the complete Material management operations in the organization
- Handling the target allocation & monitoring the accomplishment of the same.
- Devising & effectuating various policies & procedures in the organization.
- Structured the inventory policy and fixed Max / Min., reorder points, EOQ and safety stock level for each item.
- Successfully handled the inventory of consumables, spares and equipment's.
- Successfully handled "A" Class Components From the stock ledgers with the Bin cards.
- Handel Store and FG all end to end process.
- Prepare Kit wise / Brand wise / Model wise Reconciliation.
- Manage all activities of raw material & finished goods store.
- Mange all brand finished goods dispatched on time.
- Achieve Kit Closure 99 %.
- Manage & Handle 98 nos Models and 09 Nos Brand.
- Managing, as head, a team of 45 personnel.
- On time and smoothly Kit Issue to production against 16 Line.

**Rosenberger Electronic Co. India Pvt. Ltd.
Maxx Mobile Communication Ltd., Haridwar, U.K.
Acme Tele power Ltd., Rudrapur, U.K.
LG Electronics India Ltd., Greater NOIDA, U.P.**

Duties: -

- Organize all activities & assign jobs accordingly for staff at Gurgaon, Manesar Plant and Goa, Verna Plant and Setup of store layout & space management, work organization chart, procedures such as SOP, 5S.
- Planning, Organizing and controlling of warehouse" over-all operations and Define departmental work instruction.
- Team Development, facilitating staff learning training, and development.
- Problem solving, handling unusual circumstances and to handle problems and questions to customers.
- Receive incoming goods, supervise unloading of material Count, tally and Check for damage/shortage and prepare report.
- Arrange for inspection and complete the inspection.
- Ensure all storage facilities are in proper working order e.g. check for loose racks, damaged pallets etc.
- Ensure good housekeeping (i.e. check for spillage of oils, dirty walls, obstructions).
- Ensure all materials handling equipment are in good condition.
- Ensure Check and count goods before issue and make entries Bin/Kardex (stock) cards promptly.
- Ensure Receipts and Issues are correctly documented and Maintain and monitor store inventory.
- Ensure that rules and regulations relating to physical custody and preservation of stores are followed and Ensure correct accounting of stores.
- Coach and support other team members.
- Conduct regular audits (ISO and IATF) of the store's physical and practical condition to ensure quality.
- Handle E-Waste Disposal full process by GEPIL and HEMS (Gujrat Enviro Protection & Infrastructure (Haryana) P. Ltd.
- Preparation and co-ordination for monthly Dashboard for Management and Monthly management review & representation for warehouse reports.
- Ensuring no non-conformance in Internal and External Audits
- Inventory Ageing with analysis and Timely escalation for liquidation of material.
- Reconciliation of subcontracting items issues against document returnable & Non-Returnable Gate Passes and Daily Gate entry wise GRN.
- Maintaining best shop floor practices e.g.-5S, & KAIZEN.
- Successfully implemented inventory control measures to reduce obsolete stock, track slow-moving &

Non- Moving items and facilitates value-engineering initiatives at the supplier's end to reduce cost of Rejection of the material supplied

- Prepared strong and reliable MIS reports to streamline material management & Warehouse Management.
- Efficient Management of Inventories aiming of minimizing cost by better storing and handling with minimum space requirement.
Manage stock control: the self-assured receipt, storage, retrieval and timely delivery of goods, Shipment loading & transferring, document recording and data entry system and Coordinating with transporters for arrangement of vehicles for dispatch of stocks.
- Implement cost reduction principal in all aspects of warehouse transactions and activities and Negotiation of rates with common carrier representatives.
- Effective communicator with Customers in resolving Customer complaints by variance analysis and carryout Corrective Actions.
- Manpower Supervising & handling for to improve Productivity by proper training and guidance.
- Leading the team, chalking out development programs & training needs & providing them training and Creating and sustaining a dynamic environment that fosters development opportunities and motivates & moral up high
performance amongst the team members and same Continues improvement through reward scheme.
- Monthly management review & representation for warehouse reports.
- Preparation and co-ordination for monthly Dashboard for Management.
- Managing Quality System & documentation as per ISO requirement.
- Handling follow-up with material department to ensure that there is no line stoppage due to material shortage.
- Delivering the material to production on time against plan.
- Ensuring no non-conformance in Internal and External Audits.
- Controlling the scrap & non-moving material.
- Inventory Ageing with analysis and Timely escalation for liquidation of material.
- Ensuring that stock is issued in the correct sequence, that is, "first in first out".
- Ensuring that the correct "stock levels" of the various items are set and are maintained, that orders and ROL (Re-order-Level) are made (or requested to be made) in good time, and that what is ordered is received.
- To keep the plan of material as production wise, material in right quantities at right place and to provide these services promptly, and at the least cost to avoid abnormal wastage by exercising direct control.
- Ensuring the storage of the various stock items in the most appropriate fashion, binning and/or racking them by the best methods and placing them in such a way that any item or material in the Store can be located quickly and easily when it is required.
- Reconciliation of subcontracting items & relative document similar to 57 f4, returnable & Non-Returnable Gate Passes etc.
- Daily Gate entry wise GRN reconciliation.
- Ensuring to keep the Rejection from production floor, overall monitor losses.
- Ensuring the Calculation and give the information to management regarding rejection and rejected material dispatched to vendors along with debit note and rejection reports and other required documents.
- Co-ordination with MPC & directly follow-up from suppliers regarding earlier availability of critical items.
- To maintain & improve ITR (Inventory Turnover Ratio) as per AOP target
- Inventory control through Tools of 1) stock levels. Maximum stock level & Minimum stock level, 2) Just in Time Inventory, 3) ABC analysis, 4) KANBAN System and 5) perpetual and monthly reconciliation of inventory and and Ensuring that stock is issued in the correct sequence, that is, "first in first out".
- Have successfully taken cost saving initiatives through Kaizen and B.O.M Correction.

Bharti Airtel Ltd – (UP West & Uttaranchal Circle), Okhla, Delhi.

Duties: -

- Monthly closing with Inventory reports. Receiving & Dispatch the Material as per Schedule from Supplier (Local and Imported). Documentation of above Jobs in MS-Excel, Oracle etc.
- Ware house control activities such as Arrival, Receipts, storage and Issuance of Parts. Should be able to conduct weekly inventory audits for A Class parts and monthly audit for all parts through 100% physical verification. Comparison between System and Physical Inventory.
- Monitoring Receiving and issuance of Material in Oracle Accounting System as well as Physical movement from Warehouse.
- Material transaction accuracy and completion as per process, Monthly reconciliation & MIS
- Custom related all work, filling WPC license for Import material. Monitoring to CHA agent for Custom Clearance, Documentation, and follow-up for shipment to release with in TAT.
- Preparation and co-ordination for monthly MIS, Reports and Dashboard for Mobility Office.
- Capitalization of Cellular Sites.
- Co-ordinate to vendor for Road Permits and manage road permit as per roll out.

Achievement

Rosenberger Electronic Co. India Pvt. Ltd.

- First Time implement Disposal of E-waste material system through Haryana Govt. and approve e-waste vendor.
- Rosenberger Awarded to me "Best Performance Employee of the Q1 month – 2017, at Manesar.
- Rosenberger Awarded to me "Best Performance Employee of the Q2 month – 2018, at Manesar.
- Rosenberger Awarded to me "Excellent Employee of the Year – 2017, at Goa with Certificate and Trophy.
- Certified by IATF Auditor.

Acme Tele power Ltd., Rudrapur, U.K.

- Awarded "ACME ON the SPOT" in Oct'09 for liquidation of non-moving inventory.
- Awarded "ACME Winner of Warehouse Competition" in Dec'08 for inventory visual management

Bharti Airtel Ltd – (UP West & Uttaranchal Circle), Okhla, Delhi

- Awarded "Champions Award" for liquidation of non-moving inventory.
- Awarded "Achiever's Award" for exemplary performance and demonstration of Bharti values in U.P. (West) & Uttaranchal.

ACADEMIC CREDENTIALS / IT SKILLS

- MBA in Supply Chain Management (SCM) from National Institute of Management (NIM), New Delhi in 2009.
- B.com. from Burdwan University, (West Bengal) in 2001.
- Diploma in Material Management from IMT Ghaziabad, (Uttar Pradesh) in 2005.
- Diploma in Information Technology Application (DITA) from Youth Computer Centre, (West Bengal) in 2001.
- IT Skills: Well versed with MS – Office (MS-Excel, MS-Word, MS-PowerPoint) Busy, ERP: – PMS, Oracle/8i, Oracle/11i, BAAN, RAMCO, Batch Master/ opt iPro, Infor and Internet Applications.

PERSONAL PROFILE

Date Of Birth	:	10 th April 1978
Languages Known	:	English & Hindi
Marital Status	:	Married
Present Address	:	Prince Apartment, Plot No.118-A, H. No.- G10, Sector-2A, Vaishali, Near PNB Bank, Ghaziabad-201010 (UP).

DECLARATION

I solemnly declare that the statements made by me as above are correct to the best of my knowledge and belief.

(BINOD KUMAR SRIVASTAVA)