

Sarathkumar P

Warehouse - 8 years Experience

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Professional Summary

Results-driven warehouse executive with 8 years of experience in inventory management, order fulfillment, and logistics operations. Expertise in optimizing warehouse processes to improve efficiency and reduce costs. Strong background in team leadership, training, and implementing safety protocols. Proficient in warehouse management systems (WMS) and technologies that enhance operational accuracy.

Professional Experience

Warehouse Executive

Infiniti Retail Limited, Vellore, Tamil Nadu

May 2023 - Present

- Manage back dock operations, ensuring the safety and security of inventory.
- Generate Goods Receipt Notes (GRN) for merchandise and non-merchandise items promptly.
- Coordinate timely customer deliveries, including addressing out-of-stock scenarios.
- Repack and verify product contents prior to dispatch to minimize discrepancies.
- Oversee returns and RPA shipping to Distribution Center/Brand.
- Facilitate immediate stock movement to sales floor upon receipt.
- Ensure compliance and accuracy in PID processes, reporting to Store Manager.
- Implement corrective actions based on inventory health check reports.

Warehouse Associate

Darling Digital World Pvt Ltd, Vellore, Tamil Nadu

Oct 2016 - May 2023

- Maintained precise inventory records through manual and computerized systems.
- Generated invoices and conducted cycle counts to verify inventory accuracy.
- Managed packing and shipping of customer orders effectively.
- Ensured warehouse safety compliance and trained staff on safety procedures.
- Verified accuracy of outgoing shipments prior to dispatch.
- Documented all incoming and outgoing shipments accurately.

Education

Bachelor of Engineering in Mechanical Engineering

Ganadipathy Tulsi's Jain Engineering College, Kaniyambadi, Vellore

Graduated: April 2014 | CGPA: 6.19

Higher Secondary Certificate (HSC)

Government Boys Higher Secondary School, Poigai, Vellore

Graduated: March 2010 | 75.16%

Secondary School Leaving Certificate (SSLC)

Government Boys Higher Secondary School, Poigai, Vellore

Graduated: March 2008 | 75.8%

Core Competencies

- Inventory Management
- Logistics Operations
- SAP (WMS), SFDC & MS Office
- Transport Management System (TMS)
- Order Management System (OMS)
- Data Reporting (MIS)
- Material Handling
- Compliance & Safety Standards
- Team Training & Leadership

Additional Information

- **Father's Name:** Mr. A. Pichaimuthu
- **Date of Birth:** 28 May 1993
- **Gender:** Male
- **Nationality:** Indian
- **Languages:** Tamil, English
- **Marital Status:** Unmarried

ACHIVMENTS :

- **Customer Home Delivery Performance:** Maintained a 95% on-time delivery rate for customer home deliveries by optimizing logistics processes and coordinating effectively with the transportation team.
- **Inventory Accuracy Improvement:** Increased inventory accuracy from 85% to 95% by implementing regular cycle counts and enhancing staff training on WMS usage.
- **Order Processing Efficiency:** Streamlined the order processing workflow, resulting in a 10% reduction in order fulfillment time during peak seasons.
- **Performance Recognition:** Received the "Employee of the Month" award twice for exceptional performance in managing inventory and streamlining operations.

Declaration

I hereby declare that the information provided is true to the best of my knowledge.