

# SURENDER SINGH RATHORE

## SENIOR MANAGER



### CONTACT

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D-17 Bhagirathi Vihar Colony  
Haridwar

### SKILLS

- Material Requirement Planning (MRP) & Inventory Control using SAP
- Procurement, Vendor Coordination & Price Negotiation
- Raw, Packing & Engineering Stock Management with FIFO
- Dispatch, Logistics & Shipment Costing in SAP
- Production Coordination, MIS Reporting & Audit Support

### LANGUAGES

- English (Fluent)
- Hindi

### PERSONAL MEMORANDUM:

#### FATHER NAME

Late. Pratap Singh Rathore

DOB 01/08/1980

### PROFILE

Surender Singh Rathore A self-motivated professional having 20+ years working experience in the field of Stores, Purchase & Logistics with leadership and relationship management skills & keen customer centric approach. Challenging opportunities with a progressive company that offers opportunity for growth. To achieve necessary tasks within the stipulated time frames, with positive results for the company by utilizing best of my communication skills and now aims to bear more responsibility with multiplied grit and determination in the challenging fulfilling enriching and learning environment

### WORK EXPERIENCE

#### PATANJALI AYURVED LTD. HARIDWAR Sr. Manager(warehouse)

2011 TO TILL DATE

- CURRENT COMPANY: Patanjali Ayurved (commonly known as Patanjali) is an Indian multinational consumer packaged goods. Company based in Haridwar, India. It was founded by Ramdev and Balkrishna in 2006. Its office is in Delhi with manufacturing units and headquarters in the industrial area of Haridwar. The company manufacturers Cosmetics, ayurvedic medicine, and food products.
- JOB Responsibility: Responsible for end-to-end materials management including receipt, issue, inventory planning, production support, and dispatch operations. Managed plant inventory through SAP with daily cycle counts, improving warehouse accuracy to 98% and eliminating slow-moving and stagnant materials to reduce overhead and optimize space utilization. Planned production requirements in coordination with sales and production teams, monitored raw material consumption, and ensured timely availability of materials for manufacturing. Supervised purchasing, planning, logistics, and manpower allocation to maintain smooth operations while meeting weekly and monthly billing and dispatch targets. Handled inbound and outbound logistics, invoicing (SO, STO, GTN, GRN), sales order execution, customer dispatches, transporter coordination, and daily MIS reporting. Ensured on-time delivery, shipping accuracy, and customer satisfaction while maintaining statutory compliance, safety standards, housekeeping, and inventory control through regular physical stock verification and reconciliation.

#### Executive Store & Logistic EMAMI LIMITED- RUDURPUR Asst. Officer

APRIL-2009 TO JUNE-2011

#### Hemma Herbs Pvt. Ltd(A Unit of Emami Limited) Baddi(HP)

MARCH 2005 TO MARCH 2009

- Previous Company Profile: The Group's principal activities are to develop and manufacture personal, beauty and health care products through an effective leverage of Ayurveda. The Group's portfolio consists of 20 products made from herbs, natural extracts and essential oils. The products are sold across India and in countries like Holland, Bangladesh, Nepal, Sri Lanka, Pakistan, the Gulf countries, Europe, Russia, Africa and in India its plants are located in Kolkata, Gujarat, Mumbai, Pondicherry, Himachal Pradesh, Uttarakhand and Guwahati.

### EDUCATION

#### MBA (OPERATION & SUPPLY CHAIN) From Imperial Institute of Management Service & Research

#### B.A from Kurukshetra University Kurukshetra

Higher Secondary from Haryana School Education Board

High School from Haryana School Education Board

### COMPUTER PROFICIENCY:

Working With SAP (MM, PP& SD MODULE), M.S. Office & Internet,