



**Deepak Pandey**

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Self-Motivated, flexible and adaptable. Believes in smart working and possess structured approach towards assigned tasks. Good communication, presentation & leadership skills to work under pressure and deliver results as per the benchmark set by the organization.

## **Profile Summary**

Seasoned Warehouse & Operations Manager with over a decade of extensive experience in optimizing warehouse operations to achieve maximum efficiency and productivity. Proven track record of successfully leading teams to meet and exceed organizational goals. Skilled in strategic planning, process improvement, and implementing innovative solutions to streamline workflows and reduce costs. Strong leadership abilities, coupled with effective communication skills, enable the cultivation of collaborative work environments focused on achieving operational excellence.

### **ANT-PC Engineering Company, Warehouse Manager:**

**Harkesh Nagar Okhla Phase II, New Delhi, India**

**July 2020 – Till Date:**

- Supervised the receipt, storage, and distribution of goods, ensuring accuracy and timeliness in all warehouse operations.
- Implemented and managed warehouse policies and procedures to maintain high standards of safety, security, and productivity.
- Coordinated and monitored the use of warehouse equipment, including forklifts and other machinery, ensuring regular maintenance and compliance with safety regulations.
- Developed and optimized warehouse layout and workflow to improve efficiency and reduce operational costs.
- Led and supervised a diverse team of warehouse staff, providing training, performance evaluations, and motivational support.
- Maintained accurate inventory records, including stock levels, order fulfillment, and discrepancies.
- Conducted regular inventory audits and cycle counts to ensure accuracy and compliance with company standards.
- Utilized warehouse management systems (WMS) and other software to track inventory and streamline operations.
- Coordinated inbound and outbound logistics, including scheduling and managing shipments, to meet customer demands and delivery deadlines.
- Monitored and analyzed logistics performance data to identify areas for improvement and implement corrective actions.
- Prepared and managed warehouse budgets, including forecasting labor, equipment, and operational costs.
- Developed and maintained standard operating procedures (SOPs) and ensured staff adherence to these guidelines.
- Handled administrative tasks such as payroll, scheduling, and compliance with labor laws and regulations.
- Generated and presented regular reports on warehouse performance, including key metrics such as order accuracy, lead times, and cost efficiency.

### **Regal Traders FZCO, Warehouse In-Charge,**

**Jebel Ali, Dubai**

**Feb 2019 – June 2020 (1 Year and 5 Months):**

- Ensure the Warehouse operates at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, and training warehouse employees and establishing, monitoring, and managing operation goals.
- Development of Processes, Procedures, Guidelines, and Preparation of manuals for Warehouse Operation Improvements.
- Oversee daily operations, while controlling and managing inventory and logistics. Supervise daily activities of the warehouse including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer services.
- Ensure Zero stock Discrepancy and E-Commerce Stock Management.
- Inventory analysis and coordination with the concerned team for its Liquidation.
- Scope for Maintaining 5S.
- Creation of bar codes / Purchase orders / GRN and Transfer orders for Retailer / Wholesaler in ERP (Navision Software).
- Managing Purchase of GCC – Retail and Wholesale Shop.
- Leading 60 worker team in the Warehouse.
- Monthly MIS Maintenance, Data Analysis, Recruitment & Training.
- Warehouse Operation Process Creation and Improvement.

## **VE Commercial Vehicles Ltd, Operation In-Charge:**

**Gurugram, India**

**Mar 2014 – Feb 2019 (5 Years)**

- Managed VE Warehouse in compliance with the Company's policies and vision.
- Daily stock monitoring according to the schedule as per requirement for Store and Dispatch. Inventory Planning & Controlling levels by conducting physical counts; and reconciling with data storage system.
- Ensure timely issue of components of required quantity to ensure uninterrupted production.
- Material receiving, stacking/storage, and supply on the production line. Responsible for maintaining 100% FIFO for components.
- Training and educating store and dispatch team members in their day-to-day operation activity (5s, Safety, Material Handling, loading/unloading).
- Creating Material master from T-Code **MM01** and make changes through **MM02**. Using **ME21N** for creating Purchase Order. For GRN use **MIGO** T-Code. For creating and making changes in Vendor using T-Code **XK01** and **XK02**. Using **MB1A** for issuing the material and using **MIR0** for Invoice creation. Using **MMBE** for Overviewing Stock and **MB52** for checking Material Storage location. To create a Reservation using **MB21** and for reservation by material using **MB24**.
- Define FAST-MOVING, MEDIUM-MOVING and SLOW-MOVING (NON-MOVING). Space Utilization and Scarp Management.
- Processing purchase orders fulfillment and dispatching. Monitoring in transit as well as MAIN STORAGE location inventory.
- Ensured the timely adherence of Yearly Stocking in Dealer and Distributors.
- Adhere to Buyback/Scraping Activity in PAN India Dealers and Distributor.
- Manpower deployment planning & provide training as required.
- Implementing strategies to identify opportunities for process optimization, efficiency improvements, and customer satisfaction enhancement within the reverse logistics function. Minimizing costs associated with reverse logistics operations, including transportation, handling, processing, and disposal expenses.

## **Academic Details**

- 2019 MBA (Marketing and Retail Management), Integral University, Lucknow
- 2014 B.B.A, Sikkim Manipal University, Delhi

## **Key Skills**

- Inventory Management
- Logistics Management
- Operational Strategy
- Team Leadership
- Cross-functional Collaboration
- Warehouse Optimization
- Safety Implementation
- Strategic Planning
- Customer Interaction
- Excel Proficiency

## **Personal Details**

- Permanent Address : Qutub Vihar, Phase 1 Goyla Dairy New Delhi - 110071
- Date of Birth : 19, January 1994
- Marital Status : Married
- Nationality : India
- Current Work : Delhi, India