



Narender Kumar

Dynamic and results-driven Warehouse & Logistics Specialist with over 10 years of proven expertise in logistics, warehousing, and end-to-end supply chain operations. Committed to driving operational excellence by designing cost-effective warehouse operations strategies and enhancing customer satisfaction. Adept at leveraging advanced tools and technologies including SAP MM and S/4HANA to streamline processes.

Supply Chain Specialist



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SKILL HIGHLIGHT

- ☐ Excellent Communication
- ☐ MS Excel, Google Sheet
- ☐ MS Outlook, Power Point
- ☐ SAP MM, S/4 Hana
- ☐ Attention to Detail
- ☐ Problem Solving & Team Work
- ☐ Quick Learner & Leadership



LANGUAGES

- ☐ Hindi – C1
- ☐ English – B2



HOBBIES

- ☐ Reading Spiritual Books
- ☐ Cooking



EXPERIENCE

Controlling Tower WH
TCI Supply Chain, Gurgaon

Mar 2025 – Present

Warehouse Ops Manager
Adorish India, Gurgaon

Jul 2023 - Mar 2025

Senior Executive SCM
Anton Paar India, Gurgaon

Apr 2023 - Jul 2023

Logistics Incharge
D.S Ductofab System, Delhi

Mar 2020 - Mar 2023

Logistics Executive
Kohler India, Gurgaon

Jul 2016 - Feb 2020

Warehouse Executive
Infiniti Retail Ltd, Gurgaon

Nov 2013 - Jul 2016



EDUCATION

Master of Business Administration (SCM) | Suresh Gyan Vihar University

Bachelor of Commerce (Hons.) | Manipur University



CERTIFICATIONS

International Institute Of Import & Export Management (Certificate)

Program Modules: Shipping & Logistics Management, INCOTERMS, Custom Clearance, GST Clearance, Freight Calculation, Documentation, Booking Of Insurance, Appointment of CHA & Forwarding Agent, Multi Modal Transportation, Types of Containers, Packaging & Inspection of Cargo, Local Transportation & Logistic Management.

EXPERIENCE

Controlling In- Charge

- Oversaw daily operations across 60+ warehouses, ensuring seamless logistics, inventory accuracy, and on-time delivery performance.
- Data Analysis & Reporting provide actionable insights through regular analysis of KPIs like order accuracy, fulfillment time, and cost per shipment.
- Drive consistency and standard operating procedures (SOPs) across all warehouses for seamless operations.
- Monitor and optimize warehousing and logistics costs, focusing on reducing wastage, inefficiencies, and overtime.
- Identify areas for process improvements and lead initiatives to enhance speed, accuracy, and cost-effectiveness. Compliance & Safety ensure all warehouses adhere to safety protocols and regulatory requirements.

Supply Chain

- Creating & Release the PO's for import material.
- Update OC (Order Confirmation) in SAP.
- Follow up Graz Europe plant for pending OC.
- Planning for customer delivery.
- Manage warehouse operation activity.
- Create PO's of Local vendor & payment follow-up with finance department. Prepare daily roster of tasks for executives and track competition within time-lines.

Logistics Operation

- Manage (Inbound & Outbound) logistics operations encompassing new route identification, fleet management, & negotiation with freight with transporter for timely delivery of the materials required.
- Coordinated logistics for finished product to ensure customer requirement deliveries of all products were met to ensure customer satisfaction.
- Take care of damages and short & wrong claims damaged by the transporter.
- Drive efficiency, improve freight schedules/rates, internally establish Standard Operating Procedures (SOPs), and produce sustained results.
- Liaise with internal suppliers, logistics providers, transportation companies and customers for ensuring Delivery in Full and Delivery on Time.

Warehousing/ Distribution

- Manage & train warehouse team/ store personnel and obtain timely delivery of material at favorable terms to ensure smooth warehouse operations.
- Maintain physical condition of warehouse by planning and implementing new design layouts, control shrinkage, defective and damages of warehouse.
- Supervised all warehouse, shipping receiving and inventory control activity to ensure that employee performance adhered to company policies and procedures. Stock out through gate passes, Notes, Challan for material transfer other location.
- Control, cleanliness and safety procedures. Conduct safety awareness and area audits to ensure safe operations and safety procedures are followed.
- Identify, develop and manage effective relationships with existing and potential suppliers of goods and services to meet the established cost, quality and delivery targets.
- Develop & implement a fully automated warehouse process, directly from scanner to the SAP system for real time online, paperless & error-free updating for faster handling of very high volume of transactions.

Warehousing / Distribution

- Manage daily warehouse operations including loading and unloading of trucks, inventory.
- Create POs for purchasing accessories material with minimum price.
- Follow up with vendors for quality checks & ensuring timely payments.

MIS Reports & Documentation

- Generate MIS reports on key metrics, non-moving item report, perpetual inventory report, consumption variance report, scrap generated data report, daily shortage items report, analysis, claims TAT, damage tracker, transporter bill tracker and inland report, and so on.
- Create customer delivery reports by collecting, analyzing and summarizing information and trends and use information to proactively communicate potential late deliveries.
- Prepare and share daily picking and dispatch report.
- Update damage & insurance tracker into computer and dispatch challan out in Tally with Excel sheet.
- Correct & generate all reports picking, packing and dispatch.
- In-ward all types of invoices & challan and generate & send GR number to the Accounts Department.
- Inward material received from vendors in SAP software.

Team Management

- Team management refers to actions, strategies, or methods that brings a group of people together to work effectively as a team and achieve a common goal.
- Supervise staff structure including shift configurations, training & performance engagement according to established corporate policies, procedures & practices.
- Set departmental objectives and review and assess on-going performance of direct report on achievement of targets and identify any actions required.
- Ensure high morale and integrity of large workforce by efficiently handling all team issues and ensuring quality working environment for enhanced work output.

Personal Information

- ☐ Fathers' Name- Sh. Ramkishan Sharma
- ☐ DOB- 25th Dec, 1989
- ☐ Marital Status- Married
- ☐ Nationality- Indian

I genuinely declare that all the facts mentioned above are true to my faith, and I am answerable for its accuracy.

Date:

Narender Kumar