



RAHUL K. DAS

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SUMMARY

Experienced Warehouse Supervisor with a proven track record in inventory control, staff management, health and safety regulations, and logistics coordination. Seeking growth opportunity in a growing company that will utilize my qualifications and skills with the opportunity for future growth.

EXPERIENCE

WAREHOUSE SUPERVISOR, 10/2022-Current

RV Bin Lahej

- Supervise the storage, receipt, and dispatch of goods in a timely and efficient manner.
- Ensure all inventory is handled and stored in accordance with company and FMCG industry standards.
- Monitor stock levels to avoid overstocking or stockouts.
- Oversee inventory control processes, including stock checks and cycle counts.
- Address and resolve inventory discrepancies promptly.
- Collaborate with the inventory team to ensure accurate record keeping.
- Supervise picking, packing, and dispatch processes to ensure timely and accurate order fulfillment.
- Coordinate with the logistics team for on-time delivery of goods to customers.
- Manage and supervise warehouse staff to ensure smooth operations and ensure basic maintenance standards and compliance with health and safety regulations.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Performing a daily inspection of the warehouse grounds.
- Work together with other departments, such as logistics and procurement, to effectively manage and prioritize incoming and outgoing shipments.

WAREHOUSE INCHARGE, 01/2013 - 08/2022

National Trading & Developing Enterprises (NTDE)

- Monitor all warehouse activities, handling inventory, receiving, storage, retrieval, normal multipacks, promotions, near expiry, destructions, proper documentation, co-ordination, services
- Verify goods when new consignment is received, through MRF, check its expiry dates, shelf life & condition, if any shortage or excess found inform to concerned authorities
- Control dead stock, expiry, near expiry stock by continuous monitoring of the inventory & inform division on the use of such materials, if necessary, suggest to

Continuously monitor invoices / bills as per its nature & set priorities as given instructions of delivery.

- Monitor FIFO method strictly & shuffling all stocks continuously as per available space.
- Monitor return goods through credit noted, LTI, VTI, LIS & cancellation of invoices on daily basis.
- Co-ordinate with sales officials, EDP, accounts, delivery section, packing on daily basis if required.
- Distribute assigned jobs to all staffs, and guide them to complete their work.
- Ensures cleanliness of warehouses at all times & cleaning & disinfection monitoring record on a daily basis & ensures cleaning chemicals are stored in the right place
- More than 40 people reporting to me.

DELIVERY CONFIRMATION DESK OFFICER, 01/2012 - 01/2013

National Trading & Developing Enterprises (NTDE)

- Receiving invoices, Cash & checks from the delivery drivers and sales executives.
- Counting and cross-checking of invoices if it tallies or correspond with the trip sheet
- Updating delivery finished on WMS for each invoices received and checking customer's stamp on each invoice in case of wrong delivery or short items
- Acknowledging the delivery on WMS in order to file the invoices
- Serially filling each invoices according to customer name, code and area of delivery
- Sending email through Microsoft out look to other sales division to make amendment in case of wrong delivery or short payment
- Receiving phone calls from customers as per late or short delivery of item and giving possible solution in a professional manner
- Reporting to the management on daily basis of details and progress of my assignment

SKILLS

- Warehouse management system expertise
- Transportation and distribution knowledge
- Health and Safety Enforcement
- Logistics coordination
- MS Excell
- Outlook

LANGUAGES

ENGLISH:

C2

Proficient

HINDI:

C2

Proficient

MALAYALAM:

C2

Proficient

TAMIL:

B2

Upper Intermediate

PARTIALLY ARABIC:

A2

Elementary

EDUCATION

Bharathiar University, Coimbatore, 01/2014

Master of Business Administration: Logistics & Shipping

Bharathiar University, Coimbatore, 01/2012

Bachelor of Computer application

01/2009

Higher Secondary

ACCOMPLISHMENTS

- CUSTOMS SHOW EMIRATES event Coordinator
 - Participate in LIWA international festival Coordination
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DRIVING LICENCE

- Category B auto