

# Mukesh Sahu

mail:mukeshk.sahu1986@gmail.com\_Mobile: +91 8959957227

**Managerial level positions in Supply Chain Management, Materials Management, Store/ Warehouse Management, Logistics with an organisation of repute.**

## PROFESSIONAL SNAPSHOT

- A self-motivated professional with more than 8 years of planning experience in Supply Chain Management including Materials Management, Logistic Planning, Distribution, Dispatches, Logistics, Stores, Purchase, Procurement, etc.
- Adroit in managing complete Materials Management function entailing procurement, vendor negotiations ensuring timely supplies of material.
- A keen planner with skills in managing complete stores functions; displayed competence in managing logistics functions for seamless movement of goods.

## PROFICIENCY MATRIX

### Materials Management

- Strategy Planning
- Vendor Management/ Evaluation

### Store/ Warehouse Operations

- Operations/ Documentation
- Maintenance
- Inventory

### Logistics

- Transporters' Management
- Distributors/ Dispatch Management
- Vendor Management

## CAREER HIGHLIGHTS

- 1 MANISH FORGINGS PVT LTD. (FABRICATION & GALVANIZING DIVISOIN)**  
(15 March 2011 TO 25 March 2013)  
**JOB Profile: - Store dispatch Executive**
- 2 PHI SEED'S PVT.LTD. An ISO 9001 to 14000 Certified.**  
C/O Parekh Integrated Service Pvt Ltd (21April 2013 TO 31 January2015)  
**Job Profile: - Warehouse In charge**
- 3. CENTURY PLYBOARD (INDIA) LTD**  
(15 FEB2015 TO TILL DATE)  
**JOB Profile:- Senior Warehouse Executive**

## KEY RESULT AREAS:

- ◆ Distribution tracking and Load Factor Analysis – Optimizing Transportation model within fixed cost Periphery.
- ◆ Freight Cost Analysis through Freight Distribution System and minimizing the same.
- ◆ Inspecting and receiving material.
- ◆ Warehouse maintenance, safety, security and cleanliness/housekeeping and **ISO Maintain in Warehouse.**
- ◆ Identifying (items with SKU code), labelling and binning
- ◆ Coordinate reordering of SKUs
- ◆ Procurement & Receipting the Same in System.
- ◆ Picking, packing/re-packing and preparing for dispatches
- ◆ Generating delivery pick-lists and delivery challans
- ◆ Man Management ,Vendor Development
- ◆ Making periodical stock check and inventory count
- ◆ Maintain Daily Basis Data, Preparing MIS reports Etc.
- ◆ Responsibility for import material and local material receiving and issue as per actual requirement and its dispatch activity.
- ◆ Physical verification of stocks on monthly basis

## **JOB PROFILE**

- ◆ Supervising the activities like dispatch planning, invoicing, material handling, special adherence of depot requirement, manpower control, transport solutions, obsolete inventory, etc.
- ◆ Working on ERP, WIMS creation of GRN, and monitoring the site deliveries.
- ◆ Preparation of Stock Transfer Order (STO), Goods Receipt Note (GRN), Stock Transfer Returns Note (STN), etc
- ◆ Physical Stock Entry for Vouchers and Inventory Reconciliation.
- ◆ Operations planning for inbound and outbound logistics thru ERP.
- ◆ Reconciliations of stock and generating MIS reports on daily basis.
- ◆ Receive & issue of Project Materials, Maintaining of Material inward Register, Material Outward Register, and Stock Ledger/Bin Cards.
- ◆ Generation / Consolidation of MIS reports relating to Sales/Collections/inventory.
- ◆ Controlling the warehouse transporters & manpower and channel manager.

Maintains receiving, **warehousing**, and distribution operations by initiating, coordinating, and enforcing Program, operational, and personnel policies and procedures.

---

## **ACADEMIC CREDENTIALS:**

- ◆ Graduation (**B.COM**) from Pt. Ravi Shankar Shukla University RAIPUR

- ◆ H.S.S.C. **Pass From** C.G BOARD WITH FIRST DIVISON

H School PASS FROM C.G. BOARD WITH FIRST DIVISON

---

## **IT SKILL**

- ◆ Operating Systems : Windows98/2000/2007.
- ◆ Applications : **Advance MS Office, Tally7.2 basics**
- ◆ ERP/ SAP : **SAP WMS, ERP NAVISON** (Warehouse Management system)

---

## **PERSONAL VITAE**

Date of Birth : 24 APR. 1986  
Address : Vill.Sankara P.O.Kapsda (kumhari) Dist.Durg (C.G)  
Languages Known : Hindi, local languages.  
Father's Name : Mr.Domar singh sahu