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Haripur, Tihidi, Bhadrak, Odisha,
India, PIN-756130

Nihar RANJAN Nath

Warehouse Assistant Manager



SUMMARY

OBJECTIVE: Seeking a challenging position in Organization where my skills and knowledge can be best utilized and where I can turn my knowledge and skill into value in becoming an asset for the organization.

PROFESSIONAL EXPERIENCE

Warehouse Assistant Manager

Dec '13 - Present

PEG Godown, Brahamanigaon (An OSCSC LTD,
BHADRAK UNDERTAKING)

Bhadrak, Odisha

Job Responsibility:

- Managing Inbound, Outbound and Reverse Logistics.
 - Checking and inspecting goods received and ensuring they are of accurate quantity, type and also acceptable quality. Packing and labeling products and selecting space for storage and arranging for good to be placed in designated areas. Making sure that all inventory processes and completed on the same day and maintaining and servicing warehouse tool, machinery and trucks.
 - Monitoring the stocking of goods in warehouse as per FIFO and successfully.
 - Prepare reports like MIS report, CRM reports, Weekly/monthly/yearly reports.
 - Inventory Management, Analysis of Supply and Demand, Ageing Analysis.
 - Manage all Accounts related work, fund transfer and prepare all supported documents for account section. Writing reports, data compilation processing correspondence requests, supervising the work of junior staff. Preparation of Report File as per Guidelines and report results for the respective study.
 - Ordering, storing and distributing stationery material requirements and maintaining record for the same.
 - Prepare Day to day reports, Weekly/Monthly/Yearly reports and all staff salary structure.
 - Keep a record of sales and purchase transactions, and update the inventory as needed. Invoices, receipts, and reports can also be produced by the back-office system.
- (Note : From Dec. 2013 to May 2017 working as Handling and Transporting(H & T) Assistant Manager, and Promoted after May 2017 working as a warehouse Assistant Manager)

Edge Co-ordinator

Feb '10 - Oct '13

Tata Interactive Systems Ltd.

Odisha

Job Responsibility:

- Give Training in the Schools and Colleges Teachers and staffs about 'Tata Class Edge' Software and "How to use and handle this S/w".
- Conducting Training at school premises every week and months and also tracks teachers 'how efficiently they work with this s/w' and preparing supported document about training sessions for company.
- Conducting Refresher Training session for new customers and after any updating or new version installed.
- Generate and provide with efficient, timely and accurate reports on technical support required by the school. To Maintain the hardware & software in the school premises, To ensure the usage of Class Edge timely and accurately by teachers in the school and share the accurate product usage report timely with the school principal and TIS.
- Build and maintain relationship with the stakeholders to enhance client satisfaction. Prepare all reports supported to Company.

MIS Executive (Back Office)

Jan '08 - Jan '10

Reliance Communication Ltd.(Freelancing)

Bhadrak, Orissa

Job Responsibility:

- Data Entry through company online site and Data Mailing supported to company everyday.
- Preparing all reports like MIS Report, CRM Report, Daily/ Monthly/Yearly Report supported to company.



Edit with WPS Office

- Maintain all reports hard copy and update orally in daily activities.
- Tele Calling & Provide Customer Service to the existing customers and to new customers.

EDUCATION

M.Tech (Computer Science and Engineering)	Sep '19 -	Jun '21
G.I.E.T University, Gunupur, Odisha		
Master in Computer Application (MCA)	Sep '16 -	Jun '18
FAKIR MOHAN, UNIVERSITY, BALASORE, ORISSA		
Bachelor of Computer Application (BCA)	Sep '04 -	Jun '07
FAKIR MOHAN, UNIVERSITY, BALASORE, ORISSA		
+2 Commerce	Sep '02 -	Jun '04
COUNCIL OF HIGHER SECONDARY EDUCATION, Orissa		
10th		Jun '02
BOARD OF SECONDARY EDUCATION, Orissa		

KEY SKILLS

Warehouse
Management

Supply Chain
Management

Logistics

Administration

MIS

CRM

SAP & ERP

Office Management

Data Entry

Personal interests

- Learning and working with new Technology, visit new places, playing & watching cricket.

Personal information

Father's name - Basanta Kumar Nath
 Mother's name - Santilata Nath Date of
 birth - 5th feb.1987
 Religion - Hindu
 Sex - male
 Marital status – married
 Permanent
 At – Haripur, Po - Tihidi
 Dist. – Bhadrak,
 Odisha
 756130

Declaration

I do hereby declare that the above statements are true & correct to the best of my knowledge & Belief.

Date - 27/06/2022

Place - Bhadrak

Nihar Ranjan Nath
 (signature)

