

RAJESS NAYAK

WAREHOUSE
COORDINATOR

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EMAIL | rajess.nayak@gmail.com
LOCATION | Bhubaneswar, INDIA
EXPERIENCE | 0 Year 6 Months

Key Skills

- Works Exps In SAP

Languages

- English
- Hindi
- Oriya
- Bengali

Work Experience

Warehouse Coordinator

Rediant Enterprises pvt Ltd

11/2023 - Present

Handled warehousing, supply chain operation, sales and distribution planning activity at CFA of Asian Paints pvt Ltd. to cater 1145 distributors all across ODISHA. Managed inward and outward activity of 1.02lakh sq ft conventional warehouse, supervising team, truck planning, and perpetual inventory control of 1859 VC SKUs. ? As Depot Planner & Sales Co-ordinator: Under PUSH based planning system was responsible to take orders from field forces, daily stock allocation, co-ordinating with TSI/SO/ASM/RSM/RLM, prorated promo stock distribution and above all daily monitoring sales target and achievement. *** In PULL based auto replenishment planning(CRS) was responsible to ensure 100% self confirmed order, on time delivery, case value fill, follow-up RSSAI, circulating MIS, build up efficient and effective permanent despatch plan, stockists cheque encashment time follow-up, Depot KPI, highlighting non-moving slow-moving SKUs.

Depot Sales & Distribution Planner

NEEDS INDIA PVT LTD

04/2023 - 10/2023

Handled warehousing, supply chain operation, sales and distribution planning activity at CFA

of VANESA CARE PVT LTD. to cater 103 distributors all across ODISHA. Managed inward and outward activity of 0.79lakh sq ft conventional warehouse, supervising team, truck planning, and perpetual inventory control of 729 VC SKUs. ? As Depot Planner & Sales Co-ordinator: Under PUSH based planning system was responsible to take orders from field forces, daily stock allocation, co-ordinating with TSI/SO/ASM/RSM/RLM, prorated promo stock distribution and above all daily monitoring sales target and achievement. *** In PULL based auto replenishment planning(CRS) was responsible to ensure 100% self confirmed order, on time delivery, case value fill, follow-up RSSAI, circulating MIS, build up efficient and effective permanent despatch plan, stockists cheque encashment time follow-up, Depot KPI, highlighting non-moving slow-moving SKUs.

Accounts and Finance Executive

PRATHAM EDUCATION FOUNDATION

12/2021 - 02/2023

Accounts & finance Executive at Pratham Education Foundation an international level NGO ? Maintain all documentation. ? File Management ? Managed daily office operations and maintenance of equipment ? Maintain Daily & Monthly Accounting. ? Book Keeping Like Cash Book, Bank Book. ? Bank/Cash Reconciliation. ? Reports Generation for Monthly/Annually Sales & Purchase. ? Annexure Preparation for Monthly/Annually Returns (Sales Tax). ? All data management with ERP System. ? Follow-up with the Customers for related matters (Outstanding). ? Inventory Management. ? Material demand & supply. ? Handling Customer's calls. ? Manage all correspondence with HO & other Branches. ? Maintain Records for HR & Administration. ? ESIC Registration for Branch Staff.

Warehouse Manager

Prakash Transport Corporation

08/2013 - 12/2021

Accounts manager at Prakash transport Corporation A. Accounts ??? Monitoring the day to day accounting activities,including period end accruals before the end of the period. ??? Scrutiny of General Ledger / Party Ledger. ??? STOCK Valuation and branch STOCK & Transit STOCK reconciliation ??? Maintenance of Fixed Assets Register and accounting of the same. ??? Preparation of Quarterly result of Company under clause 41, as well as monthly P/L. ??? Preparation of Profit & Loss Accounts and Balance Sheet as per Schedule VI, and get the accounts audited. ??? Coordinate with Statutory & Internal Auditors ??? Bill Passing ???> Purchase Bills, Service Bill, Contractor???'s Bill, Stores Bills, packing Materials and other payment Invoices, Debit/Credit Notes Etc., Payment to Vendors. ??? Document Clearing ???> GR/IR and other Clearing A/c, Vendor, Customer Etc. B. Finance ??? Monitoring the FUND position and vendor payment. ??? Preparation of Stock Statement and Drawing power for bank against LC and CC limit. ??? Timely submission to Bank ??? Bank FFR and CMA data ??? Coordinate with Stock auditor appointed by bank. C. Taxation ??? Ensuring compliances related to Excise Duty, Service Tax and timely availment of CENVAT credit on eligible inputs / Capital Goods and services. ??? Recovery and remittance of T.D.S. to Government & issue of T.D.S. Certificates ??? Maintenance of CST & VAT records. ??? Ensuring filing of Tax Returns (TDS, Service Tax, Income Tax, and Sales Tax.) ??? Ensuring Tax compliances and payment of tax liabilities. D. Costing ??? Maintenance of Cost Records and preparation of MIS. ??? Preparation of product cost sheets. ??? Variance Analysis ??? Valuation of Closing Stock. ??? Coordinate with Cost Auditors & get the Cost Records audited. E. ERP related -> F. Others ??? Supervision of monthly salary / wage processing. ??? Ensuring compliance of Provident FUND, ESI & P. Tax deductions and remittances to Govt. within due date.

Warehouse Incharge

Goodlass Nerolac Paint (Kansai Nerolac Paints)

Limited

02/2010 - 09/2013

Warehouse Incharge in Kansai Nerolac Paints Ltd Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures. ? Complies with local warehousing, Health & Safety laws, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions. ? Safeguards warehouse operations and contents by establishing and monitoring security & safety procedures and protocols. ? Ensure the best utilization of warehouse staff and space. ? Controls inventory levels by conducting physical counts; reconciling with data storage system. ? Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement. ? Keep stock control systems up to date and plan future capacity requirements. ? Achieves financial objectives by preparing an annual budget; scheduling expenditures. analyzing variances; initiating corrective actions. ? Completes warehouse operational requirements by scheduling and assigning employees following up on work results. ? Maintains warehouse staff by recruiting, selecting, orienting, and training employees. ? Maintains warehouse staff job results by coaching, counseling, and disciplining employees planning, monitoring, and appraising job results. ? Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met. ? Perform other tasks as and when required and as directed by the Superior

Manager Warehouse

Piramal Healath care Ltd true care

07/2007 - 12/2009

More than 2 yr & 6month as a warehouse manager in CFA of Abbott Health care Pvt Ltd

A/c true care ? Conduct office management tasks. ? Ensure safety regulations are adhered to. ? Implement measure to provide motivation for employees. ? Oversee customer service departments and assess that they are meeting customer satisfaction goals. ? Prepare, revise and submit reports, budgets and other documentation. ? Dialogue with clientele about customer service issues or queries. ? Communicate information to the departments filtered for management. ? Perform training sessions. ? Implement quality management and regulatory compliance strategies. ? Review customer reviews and customer related statistics.

Accountant & Computer Operator

Rajdhani Gas

06/2007 - 09/2007

Education

B.Com - Commerce

2006

Utkal University