



SACHIN GUPTA

Extensive expertise and reputation for consistently meeting the most challenging organizational goals with unequalled success

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PROFILE SUMMARY

- Skills in monitoring logistics functions including cargo planning, storage, distribution, payment realizations & customer support as well as negotiations with transporters for ensuring cost effective transport solutions & clearances
- Managing stores / warehouse operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the machines availability & to minimize breakdown time.
- Executing physical stock verification, instituting inventory control measures & organizing dispensing activities.
- Skills in handling and managing store activities both incoming and outgoing independently and supervising the unloading & loading of heavy equipment.
- Led the gamut of activities encompassing:
 - Renewing the contracts and agreements like Security service, Contract manpower & Transporters Agreement.
 - Periodically monitoring and raising indent for the fast moving spares under Min-Max levels.
 - Taking care of complete transportation & dispatch of materials to customers / Inter branch depots.
 - Responsible for allocation / transfer of stocks, conducting routine inspection to ensure reconciliation of physical stock at the warehouse.
 - Taking measures to prevent pilferage & investigating losses after tracking receipt & issue of materials.
 - Ensuring optimum inventory levels for achieving cost savings for without hampering the operation of machines and preparing reports for the same.



PROFICIENCY FORTE

- Store Operations
- Department Management
- Warehouse Management
- Inventory Management
- Materials Management
 - Cost Control
 - Customer Service
- Operations Management
 - Space Management
 - Inventory Management
- Manpower Management

ACADEMIC DETAILS

- i. **Management of Business Administration (Supply Chain Management, Marketing Management, Productivity & Operational Management)** from D J College of Engineering & Management, Ghaziabad U.P. (Affiliated to UPTU Lucknow) in 2011
- ii. **Bachelor of Computer Application** from M.M.H College, Ghaziabad in 2008 using C,C++,VB etc.

TRAINING

- ✓ Practical training of MIS (Advanced Excel) from SLA Consultants India, NOIDA from Apr'17 to Jun'17
- ✓ Competed Diploma in Computer Hardware & Networking from G. T. College of Technology, Ghaziabad UP,
- ✓ Practical training of ERP (Material Management Module) Dec 13 to Feb 14 from Ducat, NOIDA for 2 month

PERSONAL DETAILS

Date of Birth: 6thAugust 1990

Languages Known: English & Hindi

EMPLOYMENT DETAILS

Feb19 to Nov 2024 | MRF VAPOCURE PAINT (MRF CORP LTD, CHENNAI) RDC Dadri | Dispatch Executive

Key Result Areas

- Fully responsibility of ensuring seamless operations in his RDC
- Unloading/loading vehicle during this period find any short, excess, damage inform to Senior as per mail and telephonic.
- Inward Material GRN in SAP system.
- Proper Supervision Inward and Outward material.
- Generate GST E-Invoice in SAP.
- Prepare Dispatch related document like E-Way Bill, Material Summary if needed and other document etc.
- Prepare MIS Reports (Daily and Monthly) and as per requirement of senior management.
- Seamless execution of all order's in strict time bond. Daily monitoring of Pending order in System and flow up with HO SCM team/*Production for clearing pendency*.
- Sharing Dispatch plan with transporter for the arrangement of vehicle as per Location.

Inventory Management

- Proper Stock maintenance in warehouse and monthly stock Count Report sending to Senior.
- Maintaining the records of Material Receipt, Storage, Dispatch of Goods, Purchase order, Vendor duplicate bill, Contract(Transporter, Manpower provider & Security service)

Warehousing Management

- Day to Day analysis workload & assigning task to Warehouse associates.
- Maximum utilization of warehouse space for smooth running of day to day operation.
- Implement safety rules and norms in the working premises
- Care taking 5s and kaizen in warehouse inside and outside of warehouse.
- Improve manpower skill honesty and integrity for his profile and company.

Administration

- *To maintain daily attendance register of 3pl service provider (Manpower, Housekeeping & Security)*
- *To do Check and verify 3pl service provider monthly bill and send to HO Account department for payment.*
- *General purchasing from the local market for office use item. If before purchase quotation will be required for item than quotation is done arrange from Market available Vendor.*

PAST EMPLOYMENT DETAILS

Nov-17 to Jun-18 | ECE Industry Ltd. (Elevator Division, Birla Group), Ghaziabad | Dispatch Executive

Dec-14 to Mar-17 | Modi Industry Ltd. (Paint Divisions) | Dispatch Executive

May-13 to Nov-14 | Honda Car India Ltd. (Greater Noida Plant) (Payroll of Nippon Konpo (I) Pvt. Ltd.) | Logistics Executive

May-12 to Apr-13 with Bio-Med Pvt. Ltd. As Warehouse Assistant

Date:

Place:

(Sachin Gupta)