**Ashok Kumar Yadav**

**Mobile: 9871666429**

**ADD: 1388, 2nd Floor,**

**Sector -46, Gurgaon,**

**Haryana - 122001**

**E-Mail: ashokjee12k@rediffmail.com**



**Seeking assignment in Materials Management, Logistics Management, Transportation Management and Supply Chain Management with a reputed organisation.**

**Proficiency Matrix**

**SCM Management**

**Logistics Management**

**Warehouse Management**

**Material Management**

**Vendor Management**

**Scheduling & Distribution**

**Transport Management**

**Resource Planning**

**Primary & Secondary Movement**

**Depot Coordination**

**3PL Management**

**MIS / KPI**

**Team Management**

**PROFESSIONAL SYNOPSIS**



A competent professional with **over 15 years** of experience in Logistics, Supply Chain Management, Inventory and Warehouse Management

Developed proficiency in Retail Logistics, Electronics, Apparels, FMCG, cosmetics, Home Décor, Perfume Retail Supply Chain, E-commerce and 3PL Management

**Presently associated as SCM & Logistics Head at Portronics Digital Pvt. Ltd.**

**(My Job profile is lead the supply chain team and managing the end to end Supply chain Operations of the company for the business with a key focus on planning and logistics. and oversee all administrative functions of the warehouse & Logistics)**

Establish and train the team on Warehouse end to end operation.

Set up ops team at Major Location.

To define the roles and responsibilities of the staff and plan for Future.

Has thorough knowledge of the procedures involved in ordering, receiving, storing and delivering stocks.

Well versed in safety regulations and procedures to ensure any potential hazards involved with distribution of product, stacking cartons or unloading trucks.

Possess strong analytical, communication and organisational skills with the ability to control logistics processes & services and provide suggestions for optimal procedures & efficiency enhancement. Strong customer service ethic, with a desire to perform the job efficiently and according to expectations

**CORE COMPETENCIES**



**Store / Warehouse Management**

* Establishment of the warehouse from Location selection to operations.
* Liaison with 3PL/ external parties for warehouse cost negotiations and management.
* Conceiving and implementing loyalty programmes and coordinating with CEO, MD, Brand Head, and Production Head, Merchandiser for stock movement both inward & outward.
* Appointing, Negotiating and monitoring vendor, Transporter, suppliers, manufactures, retailers and customers.
* Ensuring that all departments follow through an efficient ordering system and maintaining optimum stock levels.
* Managing stores / warehouse operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the process.
* Executing physical stock verification, instituting inventory control measures & organizing dispensing activities.
* Handling and managing the store activities both incoming and outgoing independently and supervising the unloading of equipment’s.
* Preparing and renewing the contracts and agreements like Warehouse Lease Agreement, C&F Agreement & Transporters Agreement.
* Scheduling work plans for warehouse operations and supervisors, providing technical advice and organizing prompt recruitment for task rotation after proper training.

**Materials Management**

* Taking measures to prevent pilferage, scrap etc. & investigating losses after tracking receipt & issue of materials.
* Allocating / transferring stocks, conducting routine inspection to ensure reconciliation of physical stock at the warehouse. Handling reconciliation of stock by periodic physical verification of stock as against book inventory.
* Ensuring optimum inventory levels for achieving cost savings without hampering the operations and preparing reports for the same.
* Streamlining the system and procedures for effective control and ensuring ready availability of the stocks to meet the requirement.
* Executing the availability of materials at proper location as per books and accounting of materials management or transfer of materials from receipt section.
* Determining manpower requirement in accordance with manpower rationalization.
* Ensuring that all the employees are disciplined and adhering to the company’s disciplinary policies.

**Transportation Management**

* Monitor transporter performance related to cost, quality, Lead time and service levels. Finalize and approve of transport rates/contracts based on the market.
* Responsible for optimizing management of logistics function for finished goods to Pan India and other countries. Looking out for New Transporters and negotiating for cost reduction and operations efficiency**.**
* Logistics contracts building in support of lean logistics initiative( Milk Run with smaller lots of suppliers at higher frequency)
* Build and deploy distribution strategy including transportation (Billing, booking container etc), warehousing and last mile delivery to support distribution growth.

**Organisational Experience:-**

**Since- 1st Aug to till associated as a SCM & Logistics Head at Portronics Digital Pvt Ltd.**

**My job profile is to manage end to end supply chain operations for the company. Handling the work force of more than 200 hundred workers like- Managers, Asst. Manager, Shift In charge engaged in entire activity of the company.**



**Since- 1sh Dec-16 to July 2019 associated as a Warehouse & Logistics Head at Archies Ltd. (B2B and B2C Business)**

**(Archies is engaged in the manufacture of paper products and retails sales and Archies offer a wide range of gift items such as perfume, cosmetics, chocolate, Jewellery, Toys, sunglasses, home decor, Food item, FMCG, greeting cards, stationery gift, and others. Archies has about 2000 outlets and franchisees spread across 120 cities and 10-countries. It has tie-ups with Dennis the Menace and Disney, Hallmark, etc.)**

**(My job Profile as Warehouse /Logistics Operations Head includes the END TO END ACCOUNT Management and looking after the warehouse operation, which includes, inventory management, reporting to the customer as well as concerned higher-ups, cost reduction in operation, distribution as well as the entire administrative and logistics operations.)**

* Manage and control Pan India Warehouse operations of 3, 10,000 Sq. ft. Warehouse. (Mother Warehouse) and handling multiple warehouse operations of the company.
* Managing/Handling the Work Force of approx. 130 t0 150 workers, Executive, Shift In-charge, Supervisor, Asst Manager Engaged in Entire activities till it reaches to stores.
* Recruit competent staff to supervise day to day operations.
* Ensure timely delivery of 2000 stores, CNF, Distributor, Retail and Franchise to their respective location.
* Follow up of all incoming and export shipments from suppliers at Batch/container level.
* Supervise daily working of the central warehouse and local warehouse across the region.
* Setups Warehouse. Product Master Analyses, MBQ & Location Mapping, Planogram Analyses.
* Developing and implementing SOPs for the warehouse.
* Life Cycle of Receiving & Stacking Process.
* Expiry Management FIFO- LIFO, Picking Process life cycle, etc.
* Movement of Orders, After Picking. Closely Monitoring, UD, IBND.
* Closely Monitoring, DC Fill rate, Delivery Fill rate, On-time Picking Completion, Write Off % On Sales. Picker Efficiency Report and new project Initiative, Process Audit, Manpower Budget Plan & Daily Report.
* Analyses MIS and set goals and targets for Team members and review them periodically.



**Since- Feb-2015 to Aug-2016 associated as Manager Logistics at DLF Brands Ltd. (E-commerce Business)**

(DLF Brands Ltd. Product range is Finest collection of International lifestyle Brands like Mother care, Forever 21, DKNY, Mango, Sunglass Hut, Disney, Pure, Boggi, Clare’s etc. In multiple categories)

* Handling Warehouse activity of 80,000 Sq. ft. Warehouse.
* Managing/Handling the WorkForce of approx. 100 t0 120 workers, Executive, Shift In charge, Supervisor Engaged in Entire activities till it reaches to stores.
* Ensure timely delivery of 375 stores to their respective location.
* Streamlining the supply chain system and procedures for effective inventory control for ensuring ready availability of materials to meet the production targets
* Monitoring Inventory for maintaining product Quality in warehouse
* Effectively handled Inbound, Outbound and Inventory management for the smooth functioning of the warehouse & handled various high-volume & high-value consignments.
* Ensure safety norms are followed stringently during the receiving and put away operations of merchandise to minimise the accidents, initiate disciplinary actions against erring staff
* Maintain the RTV process and Close all queries with in Time Frame.
* Analysis of Report generated by team members through SAP for keeping a further check and control over teams performance
* Ensure timely Delivery to Franchisee & Distributor i.e. within the specified timeframe of 24 to 48 hours
* Providing on job training, inspecting staff grooming& identifying potential people for higher responsibilities.

**Since Aug 2013 to Jan 2015 as Asst. Warehouse Manager at Tradus.com –Ecommerce Business**

* Has thorough knowledge of the procedures involved in the ordering, receiving, storing and delivering stocks.
* Managing the Warehouse of 50,000 sq. ft. Area
* Managing Day to Day Operations of pre-receiving, receiving & put away processes for optimal operational efficiency of the processes.
* Ensure receiving docks are available to the carriers for unloading of the merchandise and schedule them as per the carrier schedules.
* Ensure the unloading operations are carried out efficiently in order and as per process to ensure the operational efficiencies
* Ensure that Warehouse Management System (WMS) is updated for receipt and put away operations.
* Ensure loss prevention in handling in the Inbound processes
* Initiated process improvement plans for increasing the efficiency of the receiving process.
* Ensure safety norms are followed stringently during the receiving and put away operations of merchandise to minimise the accidents, initiate disciplinary actions against erring staff.

**July 2007 To July 2013 as Inventory Management at Seventy mm Services Limited – E-commerce Business**



* Responsible for all inbound operations in the warehouse
* Daily inspections of warehouse material stack as per stacking standard.
* Material receipt, Final checking of inward material, put away planning
* Maintain Inventory accuracy system vs. physical stock.
* Daily cycle count of inventory,
* Inventory reconciliation & stock adjustment.
* Material condensing in warehouse, Bin to bin movement.
* Accountable for proper process planning to maintain forecast accuracy and inventory value of non-moving parts.
* Liquidated products nearing expiry at a lower price and with schemes and generated funds.

**Nov.2005 –June 2007 as customer care exec. At Sify Ltd.**

**Educational Qualification**



**Academics**

**MBA in supply chain Management from Himalayan University**

**BBA-General from Himalayan University**

**Graduation from Delhi University.**

**Intermediate science from B.I.E.C**

**Matriculations from B.S.E.B.**

**Computer Skills**

* Well versed with MS Office, Internet Applications, MS Excel, ERP – SAP MM Modules.

**Personal Details**



Date of Birth : April 18, 1981

Languages : English & Hindi

Gender : Male

Nationality : Indian

**Date :**

**Place - Gurgaon (Ashok Yadav)**