

Data Entry with 2 Years of Experience

PROFESSIONAL OVERVIEW:

One year working experience in ITC Limited as a Data Entry Operator, Three year working experience in DHL Supply Chain System, Have been instrumental in implementing Warehouse Control & Management System in True sense resulting in the keeping of Minimum Stocks of Warehouse.

- Strong analytical and problem solving abilities. Possess a flexible & detail oriented attitude. An effective communicator with excellent relationship building & interpersonal skills.

KEY RESPONSIBILITIES :

- Principle Duties & Authorities: At DHL Supply Chain

Carrying out initial survey and identifying the new warehouse locations.

Supervising the deposits and disbursements of commodities.

Responsible for carrying out audit at various locations as per audit plan.

Initiate and implement corrective actions at field locations to mitigate risk.

Ensure that all CMP locations are correctly staffed and all staff is trained in carrying-out their operations.

Check Client Goodwill & reputation in market before funding.

Conduct surprise audits especially at the time of deposits and withdrawals of stocks.

SAP, MIS analysis (MIS Update)

Check Client intention for funding.

Margin Call analysis for Liquid Provider.

- Principle Duties & Authorities: ITC Limited

Inventory management (MIS analysis) & controlling.

Coordinate all Inventory activities with other relevant Departments and persons, as necessary in achieving company objective.

Weighbridge cum Data Entry Operation (SAP).

Warehouse management.

Keep the proper store records.

Organize all improvements in the Plant to ensure more safe and efficient operations For Inventory Control.

Time & motion study: - checking all activity to complete task from point A to B.

Keeping control of resource utilization.

Store The material by particular location In warehouse,

Oversee the loading of trucks and dispatch as per the loading slip.

Managing the warehouse in terms of insuring FIFO and stock/inventory management.



Coordinate, supervise and evaluate all Logistic (Inventory) activities of the Logistic employees Like Dispatch.

Stocking & loading of FG.

Making GRN, PO.

GRN posting against issued Material for Production.

ACADEMIC EDUCATION :

Bachelors in Commerce

Computer Orientation:

SAP Software : SAP 7.40 (Material Management)

Operating Systems : SAP 7.40 Excel

Packages : MS Office, (SAP, Word, Excel, WordPad)