**CURRICULUM VITAE**

**KISHLAY SINGH**

**Phone: 7062039525 E-Mail: Kishlay7062@gmail.com**

Seeking assignments to manage **Warehousing, Logistics Operation, Planning, Cost Saving and Inventory** preferably in service industry with innovative ideas and leadership skills to achieve company objectives and to achieve organizations growth. Managing operation and MIS reports in world- class establishments.

*Professional Summary*

❖**06 Years** of experience in Warehouse Management, Inventory Planning, Logistics Supply Chain Management.

❖Have worked in Warehouse.

**WORK EXPERIENCE**

*Warehouse Management*

❖Managing inventory levels to achieve maximum cost saving.

❖Ensuring timely supplies of Inventory to all stores based average sale.

❖Planning for Damaged and returned products for the entire region.

❖Monitoring receiving, dispatch, inventory and data entry in System.

❖Generating MIS reports and inform to corporate office.

❖Tracking of Reverse Movements from Stores to DC and Inter Stores Transfers.

❖Warehouse space keeping and planning for future requirement.

❖Maintain and update all the warehouse records as per SOP.

❖Team member allocation, providing training and maintaining their records.

❖Ensure safety norms in the warehouse.

*Inventory Management*

❖Maintain inventory level as per global sale.

❖Maintain the 99.98% inventory accuracy in our Warehouses

❖Inventory control by weekly cycle counting at warehouse and helping the auditors in annual stock audits.

❖Identify Fast Moving. Slow Moving and Non-Moving Goods at warehouse

❖Maintaining MIS and records pertaining to logistics and inventory of materials.

❖

❖MIS, Database Management.

❖Monitor & manage, primary & secondary transporter

❖Dispatch as per order from marketing and accordingly fulfillment of the order.

❖Inventory control, Record management.

❖Maintain the record of dispatch and receiving of Material

❖Making the weekly, monthly and daily report of inventory, Dispatch & Daily activities in warehouse.

❖Maintain The FIFO, temperature of products

❖Maintaining FIFO & FEFO System in warehouse

❖New expiry monthly stocks check in warehouse and relocated if necessary.

❖Maintaining WM data of all SKUs according to Pack size shelving capacity.

❖Receipt of goods from vendor.

❖Wall to Wall Inventory.

❖Damaged Control.

❖Ensuring near Expiry material to liquidate through Push Indent.

❖Slow moving or nonmoving material return to vendor (RTV).

❖Ensuring near expiry goods are not received in FMCG product.

❖Checking and ensuring the packing received in right mix.

❖Ensuring stock is arranged in shelf with receptive to their Bin location.

❖Monitoring on slow moving products. ❖Monitoring of daily Picking & Dispatch report.

❖Planning Logistics ensuring maximum vehicle utilization leading to least transportation cost. Ensuring on time delivery at stores and other distribution Centre (other states).

❖Coordination with store operation’s officials, transportation & category ensuring timely deliveries to stores as per their indent with 100% dispatch accuracy.

❖Same day dispatches of goods.

❖To ensure to have a proper documentation of outgoing consignments.

❖Dispatching the goods against daily requisitions.

❖To return damaged & excess material.

❖Maintaining records of Picking efficiency & F.T. Dashboard

❖Proper Staging of material the floor (Loading Floor)

❖Motivating the man power to give their best.

❖Correct Sku’s as per purchase order

❖Quality (Visual inspection to ensure merchandise in salable condition

❖Correct quantity, Case Size, MRP & Sufficient shelf life as per PO/System

❖Invoice carries FSSAI (formerly PFA) stamp (if food articles invoiced)

❖Vendor/Transporter should be given the receipt POD Clearly marking short/ excess / damaged/ returns

❖Vendor POD copy should always match with commercial POD copy

❖All rejection / excess identified during receipt should be sent back against relevant SAP document

❖Ensure 100 % Put away complete same day.

❖Scroll clear in 10 minutes.

❖Inter DC vehicle sit & vendor GRN data check

*OUTBOUND & FT*

*INBOUND Management*

*Manpower Management*

❖Directing, Leading and motivating workforce imparting continuous on job training for astonishing great operational efficiency.

❖Working on succession planning of the workforce, rendering technical guidance to the staff shift managements activities appraising the member’s performance & providing feedback.

❖Resolving interpersonal issues & working towards a harmonious work environment.

❖Training to Staff Warehousing, Distribution & Documentation.

*Organizational Experience*

**Apollo supply Chain Pvt. Ltd.**

Senior Executive /Neemrana/December 2022 - Current

❖Areas of Expertise: Inventory/ Outbound/ Inbound/ Warehouse Management / Logistics / Supply Chain.

**SRS LOGISTIC PVT. LTD**

Senior Supervisor /Jaipur/April 2018 – November 2022

❖Areas of Expertise: Inventory/ Outbound/ Inbound/ Warehouse Management / Logistics / Supply Chain.

**PARLE BISCUTTS PVT. LTD**

Supervisor /Jaipur/JANUARY 2017 – MARCH 2018

❖Areas of Expertise: Inventory/ Outbound/ Inbound/ Warehouse Management / Logistics / Supply Chain.

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| *Educational Qualification* Academic Qualification | Institute/University | Year of  passing |
| *10th* | *BSER* | *2014* |
| *12th* | *BSER* | *2016* |
| *BA* | *Rajasthan University* | *2021* |