

SOUMEN DAS

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Kolkata, West Bengal.

Career Synopsis:

Astute Professional with over 19 years of comprehensive experience in the domain of SAP SD & MM & FICO Software, Warehousing [WMS], Inventory Management, Logistics, Security Loss & Prevention and other allied activities.

Warehouse & Inventory management: Looking after Reliance warehouse operation. Ensure warehouse is maintaining proper stacking norms & proper alignment of product as per allocation to respective divisions as per SOP. Stock taking in every month / Quality & Quantity end from store. Ensuring that materials are moving on FIFO basis for all products. Also follow up with respective divisions through aging statement (+360 days) for all items. Ensure 90% stocks are below 60 days of age for all divisions with Grocery, FG & Ware housing and Logistic norms. Taking care of daily manpower training, Duty roster and attendance maintain and adhoc basis hiring, Training [as per associate label]. Special care to warehouse administration, compliance and safety care and loss prevention.

Stock Management: Ensure stock is maintaining proper stacking norms & proper packing with alignment [as per location matrix] of product as per allocation to respective divisions. Special Taking care of Inventory control and Inventory audit and loss prevention process as per QMS warehouse norms. Shrinkage controlling and Hygiene maintaining of warehouse.

Logistic Management: For smoothen delivery [Jio Mart Grocery B2B & B2C] issue follow up with local transport vender as well as Factory and custom dock Vender Transporters. Looking after Smart Delivery Hubs [SDP] & Staples Fulfillment center [FC] and monitoring various sites in logistics format for smooth operations and training. Ensuring zero loss of entire grocery business through inventory audit cash audit, assets and property. Doing electronic surveillance and ensuring zero losses of inventory and assets. Fraud Theft & pilferage investigation and daily incident reporting. Tracking of Primary & secondary vehicle utilization and shrink controlling & daily activity record maintaining.

Processes & Policies: Liaison with local police and administration. Physical security & Security policy and SOP implementation in all site. Training provided on safety, first aid, Emergency rescue, Mock Drill, Fire Fighting, Road safety, Work safety, First aid training, Material handling, Stress Management, Evacuation mock drill, Emergency response, System health checkup and EHS audit conducts. Safety & security training provide among staffs & associates and security person also.

:: Adequacy ::

- * An effective leader with proven abilities in working with teams during the project phase; guiding team members and enabling knowledge sharing among the team.
 - * Possess an ability to apply advanced audit [Quarterly and Monthly basis] as per QMS norms. Is defined as a formalized system that documents processes and policies, procedures, and responsibilities for achieving quality policies and objectives.
 - * Incepts and techniques in analyzing fiscal, operational and computed based systems.
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Skills:

- * Leadership, Communication skills, Time management, Computer literacy, Documentation review.

Skills Vocabulary:

:: Managerial ::

- * Inventory management SCM and Rectification and loss prevention SCM [AUDITING] Co-ordination among departments and outlet store and customer.
- * Supervision of overall administrative work of organization and looking after above 2.5 lacs sqft warehouse as per management.
- * Co-ordination among departments and outlet store and customer.
- * Vendor Management and Ware house compliance.
- * Manpower resourcing from local and vender.
- * Special care for training processes and loss prevention processes.

:: Technical ::

- **Operating Systems:** DCA [Diploma in computer application]
 - **Software Packages:** SAP module MM (Materials Management), SD (Sales and Distribution) & Tally7.2.
 - **Scripting Language:** FoxPro, Visual FoxPro, Working in SD (Sales and Distribution)
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Work Experience:

Manager in Loss & Prevention

Reliance Retail Ltd • Kolkata, West Bengal

09/2021 – Present.

Notable Highlights:

- A special care to warehouse administration, compliance, warehouse stock audit, staff safety care, and loss prevention.
 - Special care for warehouse operation training processes and recruitment processes. Ensure the warehouse is maintained as per the SOP. Proper stacking norms and proper alignment [as per the location matrix] of products as per their allocation to respective divisions in the tracking system. Indent the stock requirement to FC as well as local billing against the sales target. Maintain the proper quantity of stock required in the local plant against the sales target. Daily cycle count and stock taking [PV/PI] every month.
 - Conducting Audits in Staples Hub and Smart Delivery Points of 3PL and 4PL hubs of Reliance across Kolkata and parts of Bengal and upload them in the portal. Briefing and Training my subordinates regarding Grooming, Frisking, Covid-19 Compliances, Hygiene and Safety & Security related issues. Conducting mock drills on a regular basis.
 - Performing a cash audit on each and every hub and store during the visit for the audit. Checking the stock pendency at the hub and store and instructing them to return as per SOP. Checking the registers, i.e., Attendance Register, Visitor Register, Outward Register, Inward Register, Asset Register, Key Register, Opening Closing Register, HOTO Register, Cod Register, and Customer Pod, on a regular basis.
 - Preparing the attendance of the LPA and sending it to a third-party agency every month. Raising of Daily Site Incident Report (DSIR) and Critical Incident Report (CIR) as per incidents or accidents Looking after manpower hiring and deployments for the SLP roll. Micro-checking of each and every grocery item in the hub Checking the shelf life and near-expiry items through HHT (hand-held Held Terminal). Keeping track of pest control is to be conducted on a frequent basis. Looking after manpower reliever processes. Candidate eligibility check.
 - Interacting with the police station regarding theft and robbery and lodging a FIR after investigations from our end. Thefts, robbery, damage, excess, pilferage, and shrinkage are to be reported to higher authorities. Maximized performance by monitoring daily activities and mentoring team members. Cross-trained existing employees to maximize team agility and performance. Accomplished multiple tasks within established timeframes.
 - Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground. Maintained professional, organized, and safe environment for employees and patrons. Communicated clearly with employees, suppliers and stakeholders to keep everyone on same page and working toward established business goals.
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Assistant Warehouse Operation Manager

V-Guard Industries Ltd • Kolkata, West Bengal

11/2020 - 08/2021.

Notable Highlights:

- Redesigned warehouse layout to accommodate new equipment, maximize space utilization, and optimize processes.
 - Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
 - Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements. Indent the stock requirement to the factory as well as local billing against the sales target. Maintain the proper quantity of stock required in the local plant against the sales target. Daily cycle count and stock taking [PV] every month. Special care is taken to bill the local order, material and box packing, and dispatch carefully [B2C and B2B]. Special care is given to warehouse administration, compliance, warehouse stock audits, and staff safety.
 - Built motivated warehouse team to consistently accomplish operations goals and exceed performance targets. Ensure warehouse is maintaining as per SOP. Proper stacking norms & proper alignment [as per location matrix] of product as per allocation to respective divisions in racking system.
 - Improved delivery plans with strong scheduling knowledge, organizational skills, and route development expertise. Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
 - Oversaw upkeep of equipment and physical condition of warehouse, identifying and ordering needed repairs, renovations, and replacements.
 - Cleaned and maintained warehouse in compliance with OSHA [Occupational Safety and Health Administration] safety standards.
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Warehouse Operations Executive

S&IB SERVICES PRIVATE LIMITED • Kolkata, West Bengal

03/2020 - 11/2020.

Notable Highlights:

- Improved delivery plans with strong scheduling knowledge, organizational skills, and route development expertise.
 - Oversaw upkeep of equipment and physical condition of warehouse, identifying and ordering needed repairs, renovations, and replacements.
 - Redesigned warehouse layout to accommodate new equipment, maximize space utilization, and optimize processes. Built motivated warehouse team to consistently accomplish operations goals and exceed performance targets. Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
 - Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.
 - Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.
 - Developed and implemented policy and procedure updates to improve workflow and productivity.
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Ware House Manager

USUPSO RETAIL INDIA LLP • Kolkata, West Bengal

09/2018 - 03/2020.

Notable Highlights:

- Boosted warehouse operations performance by overseeing dispatching and setting optimal employee schedules. Redesigned warehouse layout to accommodate new equipment, maximize space utilization, and optimize processes.
- Ensure the warehouse is maintained as per the SOP. Proper stacking norms and proper alignment [as per the location matrix] of products as per their allocation to respective divisions in the racking system.

- Improved delivery plans with strong scheduling knowledge, organizational skills, and route development expertise. Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery. Coordinated driver dispatch to accomplish daily delivery requirements.
 - Indent the stock requirement to the factory as well as local billing against the sales target. Maintain the proper quantity of stock required in the local plant against the sales target. Daily cycle count and stock taking [PV] every month. Special care is taken to bill the local order, material and box packing, and dispatch carefully [B2C and B2B].
 - Negotiated contracts with outside providers and rates for facility leases to minimize costs to company. Organized records of vehicles, schedules and completed orders. Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.
 - Reviewed established business practices and improved processes to reduce expenses. Maintained established levels of goods based on sales forecasts and demand to fulfill orders on time.
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Asst. Ware House Manager

TVS Logistic Services Ltd • Kolkata, West Bengal

03/2016 - 09/2018.

Notable Highlights: I looked after the client project of Great Eastern Appliances & Rajhans Nutriment Pvt. Ltd, Kolkata, as the assistant warehouse manager.

- Supervised warehouse operations by managing employees during shifts.
- Tracked order production and quality control systems to proactively identify deficiencies. Maintained established levels of goods based on sales forecasts and demand to fulfill orders on time.
- Double checked records, daily reports, and inventory transactions to identify and correct variances.
- Managed day-to-day operations of warehouse, freight and parcel shipments, returns, and transfers.

Warehouse Management: Ensure the warehouse is maintaining proper stacking norms and conduct a stock audit physically at the end of every month and every quarter. proper alignment of products as per allocation to respective divisions.

Inventory management: Indent the stock requirement to the factory as well as local billing against the sales target. Maintain the proper quantity of stock required in the local plant against the sales target. A stock audit every month or quarterly is done by a C&F agent. Ensuring that materials are moving on a FIFO and FIFFA basis for all products. Also follow up with the respective divisions through the aging statement (+360 days) for all items. Ensure 90% of stocks are below 60 days of age for all divisions.

Order processing & Billing: Scrutinize the formal sales order and purchase order and then send them to OC for punching in SAP. An effective leader with proven abilities in working with teams during the project phase, guiding team members, and enabling knowledge sharing among the team.

- Possess the ability to apply advanced audit concepts and techniques in analyzing fiscal, operational, and compute-based systems.
 - Ensure the warehouse is maintained as per SOP. Proper stacking norms and proper alignment [as per the location matrix] of products as per their allocation to respective divisions.
 - Special care to warehouse compliance and safety care. Acted as liaison between company departments and warehouse teams.
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Sr. Warehouse In-Charge

Water Tec India Pvt Ltd • Kolkata, West Bengal

06/2015 - 03/2016.

Notable Highlights:

- Ensure the warehouse is maintaining proper stacking norms and proper alignment of products as per allocation to respective divisions.
- Indent the stock requirement to the factory as well as local billing against the sales target. Maintain the proper quantity of stock required in the local plant against the sales target. Stock is taken every month.
- A special care to bill the local plant order. Dispatch carefully.
- Walked through store areas to identify and proactively resolve issues negatively impacting operations.
- Managed opening and closing procedures and recommended changes to enhance efficiency of daily activities.

Job Responsibility:

- Indent Order [STI and STO] Place for branch. Order Received from Sales Person and PO raise and Invoicing as per order.
 - Arrange Space for FIFO Basis for Unloading Upcoming Vehicle Arrange Space for FIFO Basis for Unloading Upcoming Vehicle.
 - Inventory Control by stock audit physically at the end of every month and every quarterly.
 - Dispatch Materials as per Order and Tracking Dispatched Vehicle.
 - Outstanding Bill Follow up. MIS Report Update, Documentation and all administrative work.
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Senior Commercial Executive

Carrier Air-conditioning & Refrigeration Ltd • Kolkata, West Bengal

09/2007 - 06/2015

Notable Highlights:

- Successfully handled service revenue operations across West Bengal, Jharkhand, and the North Eastern States. Pivotal in managing the service dealer network and service franchisees in the allocated areas to ensure prompt and effective service to all AMC and warranty customers.
- Ensured warranty orders for RLC and Totaline operations for various establishments. Ensure S.T.O. raising for RLC and Totaline operations across West Bengal, Jharkhand, and the North Eastern States.
- Provide a chargeable replacement scroll compressor for operations across West Bengal, Jharkhand, and the North Eastern States.
- Ensure vendor billing, DO, and charge processes and sales order processing and billing for RLC and Totaline operations across West Bengal, Jharkhand, and the North Eastern States.

Instrumental in generating:

- AMC offers payment deposits, service order booking, and invoicing. Work orders for associates and provide them with a monthly account statement.
 - Co-ordinates with: Spare parts department to ensure availability of all kinds of spares at stores located in Kolkata, Ranchi, and Guwahati and at dealer's and service franchisee's places.
 - Handle incoming payment processing, raising service orders, and booking. Handle the stock audit and physically at the end of every month and every quarter.
 - Achieved established KPI for company, regional team and individual performance through teamwork and focus on customers.
 - Aligned company goals with customer outcomes and increased satisfaction by automating contact management systems.
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Operation Executive

I.C.I.C.I LOMBARD G.I.C. LTD • Kolkata, West Bengal

04/2004 - 07/2007.

Key Deliverables:

- Strategically coordinated operations according to objectives and capabilities, effectively allocating resources to meet demands.
 - Applied excellent problem-solving, process development, and strategic implementation skills to lead and support all areas of operations.
 - Built and strengthened relationships across functional leadership areas to keep revenue development and operational plans interconnected and effective.
 - Leveraged meeting minutes to measure progress and accountability.
 - Performed statistical analyses to gather data for operational and forecast team needs.
 - Handling Insurance Orders for Individual Customers for Travel and Motors. Generation of MIS.
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Education:

Bachelor of Commerce (B.Com)

Calcutta University • Kolkata, West Bengal

10/2004

Higher Secondary Examination

West Bengal Board Of Higher Secondary • Kolkata, West Bengal

07/2001

Madhyamik Examination

West Bengal Board Of Secondary Education • Kolkata, West Bengal

03/1999

Certification:

- FOUNDATION LEADERSHIP PROGRAM from RRLA,
 - Ethics and Compliance Training from RRL,
 - Health Safety Environment and Fire (HSEF) from RRL
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Language Known:

English, Bengali, Hindi

Address:

Soumen Das. S/O Sri Sambhu Nath Das.

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About My Self:

Objective: To pursue a job and career that are challenging and offer long-term satisfaction. To work in a challenging and dynamic environment and to keep adding value to the organization, which I represent and serve to myself while concurrently upgrading my skills and knowledge. I am interested in any kind of growth-filled industry. Presently, I am working with Reliance Retail Ltd.

Professional Reference:

Mr. Anirban Chowdhury – +91-6290058574 [Zonal Head of RIL]

Mr. Avishek Paul – +91-8910444126 [State Head of RIL]

Mr. Siddhartha Paul - +91-9831269825 [Senior Commercial Manager of CARRIER]