

## Mr. RAJAN SARKAR

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### Senior / Logistic / Store / Warehousing

#### PROFESSIONAL SKILLS

- MS Office, Windows XP, INTERNET.

- GOOD KNOWLEDGE IN COMMERCIAL ACTIVITIES

- GOOD KNOWLEDGE ABOUT SAP 7.2 IN MATERIAL MANAGEMENT, ORDER PROCESSING, SERVICE ISSUE, SPMS ORDER PROCESSING.

- SALES AND SERVICE RESPONSIBILITIES IN ORDER PROCESSING, BILLING, WARRANTY, GRN ETC

#### Experience Profile

- ✓ Coordinate and Track supply order execution within time lines.
- ✓ Track machine availability in branch.
- ✓ Coordinate with supply chain along with branch.
- ✓ Update KA sales if model needs to be changed.
- ✓ Coordinate for price and credit clearance.
- ✓ Update customer on delivery confirmation.
- ✓ Coordinate and Track installation order execution.
- ✓ Follow up with dealer for bills and reports.
- ✓ Coordinate with branches for execution of orders.
- ✓ Maintain MIS on order executed, POD submission and payment collection.
- ✓ Follow up with customer for payments.
- ✓ Bank Receipt preparation.
- ✓ Reconciliation of account.
- ✓ All other Key Account sale/commercial support
- ✓ PO generation, Payment follow up and co-ordination with HO.
- ✓ Currently associated with **INLAND WORLD LOGISTICS, Jharkhand..**
- ✓ An accomplished professional with **over 15 years** of experience in managing various aspects of LOGISTICS including despatch Planning, Inventory Control, Warehousing, transportation & ERP based Systems Implementation.
- ✓ Demonstrated business acumen in leading and managing the operations and contributed higher rate of organic growth.
- ✓ Proficient in supervising & controlling the logistics processes & providing valuable suggestions for efficiency enhancement.
- ✓ Well versed with ERP modules like SAP (SD module).
- ✓ Adept at translating techno-commercial functional experience for Supply Chain initiatives involving Freight Management, inventory control, warehouse management & distribution system
- ✓ A sound leader with strong inter-personal skills able to conceptualise and modify the present system to optimise resources at all levels.

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## CAREER SCAN

### **Feb'21/Present INLAND WORLD LOGISTICS. OPERATION Manager (Jharkhand)**

- ↻ Collection of POD of last trip completed for sending the same for collection of reverse load payment.
- ↻ Verification of Trip advance from system (THC, Direct Recharge & Google sheet
- ↻ Checking of Fast Tag Transactions for actual utilization of fast tag amount
- ↻ Checking of Running KM with Google Map & E-Trans report
- ↻ Collection of all expenses documents (Diesel Slip, Tire Bill, Toll Tax (manual), ODC Fine slip, RTO Challans/Mech./Fines)
- ↻ Online Verification of RTO Fine Slips & Challans for proper disbursement to Driver in trip settlement
- ↻ Cross check of fooding for Idle vehicles during load/reverse load
- ↻ Manual preparation of Trip Settlement records
- ↻ Entry of manual trip settlement in google sheet in respect of complete trip transactions
- ↻ Trip log creation for consolidation & tagging of all trips advance as per manual trip settlement against that particular trip of the vehicle
- ↻ Vehicle documents Renewal records & follow up with corporate & Kolkata Office such as- Permit (All India/Punshalla), Insurance, Road Tax, PUC
- ↻ Coordination with respective offices for any RTO Challan/Fine pending in Govt. System for timely update of Vehicle documents
- ↻ All issues related to non working/replacement of Petro Card & Fast Tag of Own vehicles in coordination with corporate/fleet team
- ↻ Preparation of reports related to daily requirement of Repair maintenance in own vehicle as per RO format.
- ↻ Handling of all safety related activity also audit.
- ↻ Training, supervising and appraising staff
- ↻ Maintaining statistical and financial record
- ↻ Managing budgets
- ↻ Administering stock control

### **Sep'19/Jan`21 Toll Group. (Colgate-Palmolive India Ltd ) Warehouse Manager (Jharkhand)**

- ↻ Co-ordination with Sales Team
- ↻ Sending attendance details of Sales team to HO.
- ↻ Other administrative work such as ID card requisition, Visiting card requisition, Handling Petty cash .
- ↻ Co-ordination with Distributors, Dealers and Customer
- ↻ Sales Report generation on weekly, monthly and yearly wise.
- ↻ Should be proficient in Excel( V Look up, Pivot Table and Excel formulae)
- ↻ SAP Exposure added advantage
- ↻ Good Communication skill
- ↻ PO generation, Payment follow up and co-ordination with HO.
- ↻ Billing in SAP

- ↻ Maintain of ISO related documents.
- ↻ Handling of all safety related activity also audit.
- ↻ Training, supervising and appraising staff
- ↻ Maintaining statistical and financial record
- ↻ Managing budgets
- ↻ Administering stock control.
- ↻ Indent & Checking the supplies from time to time

### **Jan'16/Aug'19 Carrier Midea India Private Limited. Senior Executive – Commercial (Jharkhand)**

- ↻ Coordinate and Track supply order execution within time lines.
- ↻ Track machine availability in branch.
- ↻ Coordinate with supply chain along with branch.
- ↻ Update KA sales if model needs to be changed.
- ↻ Coordinate for price and credit clearance.
- ↻ Update customer on delivery confirmation.
- ↻ Coordinate and Track installation order execution.
- ↻ Follow up with dealer for bills and reports.
- ↻ Coordinate with branches for execution of orders.
- ↻ Maintain MIS on order executed, POD submission and payment collection.
- ↻ Follow up with customer for payments.
- ↻ Bank Receipt preparation.
- ↻ Reconciliation of account.
- ↻ All other Key Account sale/commercial support

### **Jul'14/Jan`16 Samsung India Electronics Pvt Ltd. Sales Co-ordinator (Jharkhand)**

- ↻ Co-ordination with Sales Team
- ↻ Sending attendance details of Sales team to HO.
- ↻ Other administrative work such as ID card requisition, Visiting card requisition, Handling Petty cash .
- ↻ Co-ordination with Distributors, Dealers and Customer
- ↻ Sales Report generation on weekly, monthly and yearly wise.
- ↻ Should be proficient in Excel( V Look up, Pivot Table and Excel formulae)
- ↻ SAP Exposure added advantage
- ↻ Good Communication skill
- ↻ PO generation, Payment follow up and co-ordination with HO.
- ↻ Billing in SAP

### **June'09/Jul`14 OM Logistics Ltd. Warehouse Manager/Project Manager (Logistics)**

Official Email Id: [whmgr-ranchi-bsnl@omlogistics.co.in](mailto:whmgr-ranchi-bsnl@omlogistics.co.in)

**Chief Responsibilities:**

- ☞ Spearheading activities for effective distribution plan for inter depot stock transfer on day to day basis.
- ☞ Supervised one Assistant managers and 45 employees of the Supply Management Team
- ☞ To manage the operations of inventory control, planning and organizing, product coding and distribution of materials within lead-time.
- ☞ Managing the warehouse arrangement, warehouse manpower management and warehouse infrastructure according to agreement with clients.
- ☞ Managing the MIS report, audit reconciliation report, Book stock Vs physical stock report, MRR, DSR, DDR, CAM, SRN report, ageing report, PI report and monthly report.
- ☞ Responsible for procuring and processing contract requisitions
- ☞ Controlling inventory of all Jharkhand region depots and taking physical stock counting on monthly basis.
- ☞ Formulating day wise dispatch planning for surface transport as well as through railways for Jharkhand locations.
- ☞ Handling 3 mother warehouses at all over Ranchi regions including Jharkhand.
- ☞ Handling the selection, negotiation and finalization of Depots transporters.
- ☞ Setting up depots and making location matrix of storing areas of finished goods and POP materials, billing section, etc.
- ☞ Processing all transportation bills, fixed remuneration bills, debit note of variable charges (Electricity Bills, Telephone Bills, Fuel Expenses, etc.) for all warehouses.
- ☞ Making monthly freight charges report on account of central planning and regional cost.
- ☞ Negotiating rates and finalising contracts with transporters / railways.
- ☞ Monitoring and auditing the warehouse and transporters activities on quarterly basis.
- ☞ Participating in training session and rendering trainings to depot people to understand business processes & procedures and SAP systems, etc.
- ☞ Overseeing all commercial related jobs (VAT / Sales Tax Return, Quarterly Audit of VAT, Way Bills, etc.).
- ☞ Sending the following MIS reports to R.M. at R.O. and G.M. Supply Chain at H.O.:
  - Depot Wise Despatch Compliance Report & Production Compliance Report.
  - Self Life Report & Slow Moving Items Report.
  - Pallet Utilisation Report & Monthly Freight Charges Report.

**Attainments:**

- ☞ To manage the operations of material movement, tracking the status of "INWARD AND OUTWARD" of materials and tracking import materials activities.
- ☞ Follow up & coordination with Clients for timely dispatches online.
- ☞ Stocking, Warehousing, Clearing and Forwarding.
- ☞ **Got promotion in Jul 2011 designated as Project Manager (Jharkhand) from Warehouse Manager.**
- ☞ Receipts of dispatch orders for primary & secondary & timely execution.
- ☞ Customer related activities, orders management, primary & secondary claim, damage policy, sales return activities, pending dispatch, and pending order.
- ☞ Coordinating with Clients for Materials Supply & Orders.

**Jul`07-June`09 (TATA Auto comp Gy Batteries Pvt Ltd-Ranchi) under C&F Kiran Logistics. Warehouse Manager (Automobile Group)**

**Chief Responsibilities:**

- ☞ Steering initiatives for controlling inventory of RMW and other three daughter depots of entire Ranchi and handling more than 4000 SKUs, weekly cycle counting, etc.
- ☞ Administering the complete warehousing operations. Regularly updating & maintaining all records of stocks in SAP.
- ☞ Accountable for processing all transportation bills, fixed remuneration bills, debit note of variable charges, etc.
- ☞ Overseeing the dispatch & receipt of stocks. **Efficiently maintaining the stocks in FIFO order basis.**
- ☞ Selecting, negotiating rates and finalising contracts with transporters and monitoring & controlling their activities regularly.
- ☞ Handled the tasks of monitoring the shipping of supplies to various sites
- ☞ Introduced various performance measurement metrics and increased the productivity
- ☞ To manage the operations of inventory control, planning and organizing, product coding and distribution of materials within lead-time.
- ☞ Sending various MIS reports to R.M at R.O. and G.M. Supply Chain at H.O.

**Sep`04-Jul`07 (V.I.P Industries Ltd-Ranchi) under C&F Kiran Logistics. Warehouse Manager (Durable Goods)**

**Chief Responsibilities:**

- ↻ Handling, monitoring and control of operations of clients & subordinates.
- ↻ Implementing effective Cost Control measures in the Warehouse.
- ↻ Monitoring and auditing the C & FA, carrier and transporters activities.
- ↻ Administering the complete warehousing operations. Regularly updating & maintaining all records of stocks in SAP.
- ↻ Overseeing the dispatch & receipt of stocks. **Efficiently maintaining the stocks in FIFO order basis.**
- ↻ Calculating the item velocity to ensure inventory is optimally located.
- ↻ Interfacing with the transport manager for timely procurement & dispatch. Billing Collection, Stock Receipts, Sales Tax, Distribution, Email correspondence and all Warehouse related jobs at SAP.
- ↻ Selecting, negotiating rates and finalising contracts with transporters and monitoring & controlling their activities regularly.
- ↻ Sending various MIS reports to Head Logistics.

**Attainments:**

- ↻ Promoted as warehouse Manager from Asst. Store Manager on Sep`04.

**May`04 - Sep`04 (G.M.Pens International Pvt. Ltd-Ranchi) under C&F Kiran Logistics. Warehouse Manager (Stationary Goods)****Chief Responsibilities:**

- ↻ As an Asst. Store Keeper, Stock Receipts, Distribution, Documentation and all Warehouse related Activity.

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**EDUCATION**

Matriculation : 1996.  
H S E : 1999  
Graduation : 2002

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**IT SKILLS**

- ↻ Windows XP, Windows 2003, Windows 98, Windows 95, Windows ME etc.
- ↻ *SAP R3 End user*
- ↻ SAP SD
- ↻ SAP BIW SERVER End user
- ↻ *SAP APO End user*
- ↻ *SAP W/M*
- ↻ Oracle

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**PERSONAL DOSSIER**

Date of Birth : 24<sup>th</sup> Jan 1980  
Permanent Address: Kokar, Ranchi, Jharkhand-834001  
Language Skills : English, Hindi & Bengali.  
Expected Salary : Negotiable

**Notice Period : 15days**