

ARUP DUTTA

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30 Sukanta Sarani, Behala, Kolkata-700060.



WAREHOUSE EXECUTIVE PROFESSIONAL

To give my best in my professional pursuit for overall benefit and growth of the company that I serve by facing the challenges, I will show my caliber and gain some experience

PROFILE

- Competent and diligent professional with an experience over 17+ years in handling Logistics, Warehousing, Distribution, Purchase, Supplier Quality Assurance, Inventory Management, Transportation and Documentation, Administration and Vendor Management.
- Having all experience in handling the warehouses of Multiple products like Baby Products and Apparels, Consumer Durables (Water Purifier), Books, Food Products, Opticals etc. of Reputed company like Me n Moms Pvt Ltd, Live Pure, S Chand, Parle products Pvt. Ltd., GKB Lens Pvt. Ltd. etc
- Worked with Me n Moms Pvt. Ltd., Live Pure, S Chand, Parle Products Pvt. Ltd., GKB Lens Pvt. Ltd., A K Traders etc.

CORE COMPETENCIES

Data Entry Management ♦ Warehouse Operations ♦ Logistics Operations ♦ Inventory Management ♦ Transportation
♦ Purchase Planning & Procurement ♦ Reporting & Documentation ♦ Vendor Management ♦ Quality Management
♦ Administration ♦ Cross Functional Coordination ♦ ERP ♦ WMS ♦ Packaging

PROFESSIONAL EXPERIENCE

1. *Me n Moms Pvt. Ltd.*

Oct'19-Jul'21

(Executive- Warehouse Operations)

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods.
- Measure and report the effectiveness of warehousing activities and employee's performance.
- Organize and maintain inventory and storage area.
- Ensure shipments' and inventory transactions' accuracy.
- Determine staffing levels and assign workload.
- Interface with customers to answer questions or solve problems.
- Maintain items record, document necessary information and utilize reports to project warehouse status.
- Worked as support function to finance team for billing purpose to vendors for monthly payments.
- Leading a team of 15 Peoples to Lead Pan India Operations.
- Responsible for Driver Behavioral training, Product safety training, Safety Training, Training on the way of presentation to them.
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- Support warehouse Operations team to Improve Operations, to do delivery on time with minimum Damage.

2. Benchmark Supply Chain Solutions Pvt. Ltd.
(Warehouse In charge)

Oct'18-Oct'19

- Responsible for complete operation of warehouse including supervision of incoming and outgoing materials, security, invoicing, staff administration, transportation, reporting, records management etc.
- Ensure that the smooth flow of Inward, Outward and storage of materials in the warehouse. Follow the FIFO method properly.
- Planning, organizing and controlling of warehouse overall Operations and activities in relation to company objectives.
- Ensure that the all-safety procedures maintain in the warehouse Day end reports to the Management.
- Responsible for – Transportation Vendor sourcing.
- Review meetings with vendors for SLA adherence, Tracking and Daily vehicle Monitoring, TAT time review and improvement, Managing fleets for operational need, Crisis management in truck breakdown and accident condition.
- POD Management, Interaction with Accounts and Payments to vendors, processing for vendor rating and appreciating them for Good Work.
- Handling warehouse of Size 27k Sqr. Ft. Responsible for Admin Related all Activities Like Man Management, Security handling and Welfares.
- Receiving material from different vendors, Physical Quantity verification, Enter of material as per receipt quantity, Maintenance of accuracy of Stocks, Physical verification and reconciliation.
- Issuance of material & Execution of dispatches as per orders and Responsible for implementation.
- Ensuring daily dispatches as per requisition. Planning timely picking /Dispatching & managing all entry in systems along with data management.
- Maintained Warehouse Efficiency 100% and Documentation as per statutory requirements.
- Managed day by day manpower activities, Controlling the number or Man Inclusive in Process Ensure proper housekeeping to keep Warehouse Clean
- Controlling Weekly/Monthly report for warehouse.

3. Parle Products Pvt. Ltd.

Jun'12-Sept'18

Assistant Warehouse In charge

- Led a team of 28+People to train them and ensured for Maximum productivity.
- Implemented all warehouse activities like inward, material Issuing and material movement with Inventory controlling.
- Organized outbound logistics and coordinates inbound logistics in order to achieve service level/quality at the lowest cost and in safe condition for timely delivery to customers
- Ensured to Follow FIFO & LIFO Method, Lot tracking, and Traceability of material dispatched to customer.
- Communicated with Logistic Manager for any operations issues.
- Ensured safety in material and hpt handling, loading, unloading operations and follow company safety rules and regulations.
- BIN card maintained properly
- Applied Cross dock process to reduce handling costs, operating costs and the storage of inventory.

4. GKB Lens Pvt. Ltd. as Store Executive for May'07 –May'12

5. A K Traders as Accounts cum Store Clerk for Apr'04-May '07

6. EDUCATIONAL CREDENTIALS

Graduate in Commerce in 1996- University of Kalyani

7. Technical Qualification

Computer diploma in Financial Accounting System from Youth Computer Training Centre under Govt. of West Bengal.

8. PERSONEL DOSSIER

- **Date of Birth:** 02-01-1975
- **Marital Status:** Married
- **Hobbies & Interests:** Listening Music, Indoor Games etc.
- **Notice Period:** Immediate Joining

9. Languages

- Bengali
- Hindi
- English

10. Declaration

I do hereby declare that all the above given information's are correct and true to the best of me knowledge.

Date:

Signature