

# Maneesh Tiwari

F-268, Gujaini,  
Kanpur Nagar, U.P.-208022  
Cell: 8574545601 ☐  
E-mail: manish.vrsp@gmail.com ☐

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## **Summary:**

Experienced commercial assistant with 6+ years of experience seeking for an assignment in Stores/warehouse operations, material management, Inventory, Logistics, Transportation, Distribution-Dispatch and Supply chain management with an organization.

## **Current Employer:**

**Commercial Assistant- (Off-Role)**  
**Kansai Nerolac Paints Limited, UPSIDC, Jainpur, Kanpur Dehat, UP**  
**From 16.09.2016 to Till Date – (6.4 years)**



**NEROLAC**

This is the largest plant of Nerolac Paints in India and covers approx. 50% volume of Nerolac business in India (Including Industrial and Decorative paint). Being custodian of Commercial department, I manage 5000 SKUs of finish goods and about 4000 SKUs of Raw Materials.

### **KEY RESULT AREA:**

- Handling receipt of RM, PM & Engineering materials.
- Storing, Labelling of RM, PM & Engineering as per their properties.
- Preparing GRN in SAP as per bill or delivery challan & send it to QC department for sampling and analysis purpose.
- RM/PM issuance work in SAP as per FIFO against production plan.
- Dispensing activity of RM/PM as per material requisition by production.
- Retest intimation giving to QC department.
- Well conversant with SAP system.
- Receipt of solvent tankers & safe unloading activity of tankers after preparation of safety permit.
- Dispatch the Finished Goods as per packing list.
- Preparation of RGP & Delivery challan.
- Preparation of documents of dispatches i.e. E-invoice, E-way bills etc.
- Taking physical and periodical stock of materials.
- Procurement of PM as per production planning.
- Maintaining record of returnable and non-returnable materials.
- Handling daily inbound/outbound material movement.
- Preparing PR in system for stationary items.
- Day to day planning and execution of various works.
- Managed and maintained all inventory for raw materials and finished goods
- Supervised a team of 15 employees.
- Conducted quarterly performance reviews offering praise and recommendation for improvement.

## **Past Experience**

**Territory Manager -Direct Sales**  
**Eureka Forbs Limited**  
**(Security Services Division)**  
**Allahabad**  
**From 11.07.2015 to30.08.2016 - (1.1 years)**



**Eurovigil** Security Systems, considered as India's most advanced electronic security system, is a part of the **Eureka Forbes** family. Eurovigil offers highly advanced household security systems and home automation security systems, which include Closed Circuit Television, Digital Closed Circuit Television CCTV, Intruder Alarm System, Video Door Phones etc.

**Sr.Officer-Sales**  
**Essae Teraoka Limited, Kanpur, Uttar Pradesh,**  
**From 12.01.2012 to 30.06.2015 – (3.5 years)**



**Essae Teraoka Limited** was incorporated in the year 1965; head quarter in Bengaluru, is leading company in weighing sector. It deals with electronic weighing scales, balance system, POS, Milk weighing solutions, GPS clocks and many other precision balances.

## **Skills & Competencies:**

- Decision Making
- Team Work
- Flexibility
- Confidence
- Communication
- Problem Solving skills
- Creativity
- Speed and Accuracy
- Self-discipline
- Quick Learner

## **Computer Skills:**

- SAP-MM Module
- MS Office
- Internet

## **Professional Education**

- **Master of Business Administration** Specialization in **Marketing & Finance** from Nehru Gram Bharati University, Prayagraj, in 2011 (Secured 74%, 2 years program)

## **Academic Credentials:**

- **Bachelors of Science** (PCM Stream) from Dr.RML University, Ayodhya, Uttar Pradesh in 2009 (with 57 % marks.
- **Intermediate:** (PCM Stream) from Tilak Inter College, Pratapgarh, in 2005 (with 59% marks.
- **High School:** (Science Stream) from Mahadev Prasad Inter College Mahadev Nagar, Pratapgarh, in 2003 (with 55% marks.

## **Trainings & Certifications:**

Internship with Kansai Nerolac Paints Limited in sales. (2 months program)

## **Language Proficiency:**

- |           |      |       |       |
|-----------|------|-------|-------|
| ○ Hindi   | Read | Write | Speak |
| ○ English | Read | Write | Speak |

## **Interest:**

- Playing chess
- Listening Songs
- Watching Movies

## **Personal Details:**

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|---------------------|---|
| ○ Fathers Name      | : Mr. Rajendra Prasad Tiwari  |
| ○ DOB               | : 04.11.1987  |
| ○ Permanent Address | : Vill- Pahalmapur, Post- Amargarh, Distt- Pratapgarh<br>U.P.-230124. |
| ○ Notice Period     | : 15-30 Days  |

## **Declaration:**

I do hereby declare that, information furnished above is true and correct as per my best knowledge.

Regards,



**(Maneesh K Tiwari)**