

## **CURRICULAM VITAE**

**MANISH MEHRA**

Ward No 09 Near Railway Gate Rehti Road  
Obedullaganj, Distt. Raisen (M. P.) 464993

Email- [manish.lakecity@gmail.com](mailto:manish.lakecity@gmail.com)

Mobile- 9981889289

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**Objective:** - A goal oriented professional with over 9 years of experience in Warehouse Department to handle the material Receipt, Dispensing, Issuance & Dispatch. I can enhance my skills, strength in conjunction with company' s goals and objectives.

### **Key Work Responsibility**

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- ✓ Inventory Management of Raw, Packaging Material & FG.
- ✓ Purchase requisition scheduling & generation of indent for required material for each department.
- ✓ Indent send to purchase department for make the Purchase order.
- ✓ When material reached at security gate, security person inform to store / warehouse person, Then store / warehouse person check the all relevant document with PO.  
(Delivery Challan / Invoice, Packing list, Certificate of Analysis (COA), LR Copy, Road Permit)  
All documents are correct then take the vehicle for unloading.
- ✓ Physically checked the vehicle and material condition and fill the checklist of Receiving of Raw, Packaging and Solvent Tanker, then unload the material safely and properly on pallets as per batch / Lot wise.
- ✓ Verity the Physically Quantity with delivery challan and recorded the detail in format  
(Material Name, Material Code, Quantity, Pack Size, No. of Container / Drum, Weighing balance Identification, Gross wt., Tare wt. & Net wt. Label on drum & seal is ok .
- ✓ After verification of weight material stack on quarantine area, affix the quarantine label on each drum / container / box.
- ✓ Preparation of Goods Receipts Note (GRN) and Send to quality control for sampling & analytical purpose.
- ✓ Then all detail of material recorded in the Log Book For Raw / Packaging Material Receipts)  
(GRN No. , Date of Receipts, Purchase order no. & Date, Delivery Challan / Invoice No. Date,

Name of Supplier, Manufacturer Name, Batch / Lot No., UOM, Quantity, No. of Container / Drum, Packaging Detail (Gross Wt., Tare Wt. and Net Wt.)

- ✓ When Quality control will send the GRN to warehouse, check the Analytical Report No. and the same is update in the log book of Raw / Packaging Material Receipts.
- ✓ Follow up with Quality Control Department for releasing the of RM/PM materials.
- ✓ Quality control department will affix the approved / Reject label on container / Drum / Box.
- ✓ When Production required the material for batch production then dispensing the same as per Batch manufacturing record and recorded the same in Dispensing Log Book.
- ✓ To maintain records of issues related to material.
- ✓ To ensure to deliver required material to production area.
- ✓ Raw Material production planning.
- ✓ Arrangement of material for Dispatch to other locations.
- ✓ Update chemical hazard Label in raw material.
- ✓ Update all documents/Record of sampling/Dispensing room (Balance calibration, Housekeeping, Log book etc.
- ✓ Co-ordination with statutory auditors for Physical Verification of the Stock at the end of financial year.

### **Work Experience:**

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1. Worked With Yanjan New Material India Pvt. Ltd. as Warehouse Leader from January 2020 to September 2021.
2. Worked With Mankind Pharma Ltd. (Sikkim) as Warehouse Officer from February 2018 to December 2019.
3. Worked With Makson Health Care Pvt.Ltd. Mandideep (M.P) as Warehouse Executive from March 2012 to January 2018.

**Personal Detail:**

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Date of Birth : 19<sup>Th</sup> December 1989  
Present Address : Ward No -9 Near Railway Gate Rehti Road  
Obedullaganj (M.P)  
Father Name : Mr. Ashamram Mehar  
Mother Name : Smt. Shakun Mehar  
Marital Status : Married  
Languages Known : Hindi & English

**Academic Qualifications:**

Qualification	University / School	Year
MBA (Material Management & Supply Chain)	Intellectual Institute of Management & Technology	2022
PGDCA	MCRPV	2017
Graduation – B.Com	MPBOU	2015
Diploma In Material Management	NIM	2013
12 <sup>th</sup>	M.P. Board	2007

**Computer Skills:**

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Post Graduation Diploma in Computer Application (PGDCA)  
1. MS – Office (MS – Word, MS – Excel MS- Power Point)  
2. SAP

**Strengths:**

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1. Leadership Quality.
2. Self-Motivator & having the ability to work under pressure.
3. People Management
4. Working with Multiculture People.

**Declaration:**

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I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_