



MOHD AJMAL

WAREHOUSE & STORE MANAGEMENT ~ SCM~LOGISTIC & TRANSPORTER MANAGEMENT ~ INVENTORY & MATERIAL MANAGEMENT ~ SALES & MARKETING MANAGEMENT

Proficient in running successful method-oriented operations and taking initiatives for business excellence through process improvement; targeting senior level assignments in Store & Warehouse and Supply Chain Management. Inventory & Material Management.

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Profile Summary

- A goal-oriented professional with **over 10+ years** of experience in **Warehouse Management & Store Management, Inventory & Material Management and Supply Chain Management, Logistic & Transporter Management Raw Material Management, Retail Sales & Sales Management**
- Proficient in planning, directing and maintaining an efficient warehouse operation; assigning and evaluating the work performance of personnel assigned to the warehouse, Excellent in supervising allocation / Transfer of material, conducting routine inspection to ensure reconciliation of physical stock at the warehouse, an effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational capabilities.
- Expertise in assessing physical layout of warehouse / stores for storage of materials, spare parts & consumables and ensuring smooth accounting, issue of material to production & sites
- Managing of existing suppliers and develop new suppliers to ensure a cost-effective supply of quality products. Negotiating prices & supplier contracts and Vendor management & Purchase Management

Core Competencies

Strategic Planning
Inventory ~Material Management
Warehouse ~ Store Management
Supply Chain Management (SCM)
Logistics Transporter Management
Liaison & Coordination
Process Improvement
Commercial /Financial Management
Team Building & Leadership

Academic Details

- MBA (SCM & Material) from Karnataka State Open University, Mysore in 2015
- Post Graduate (Art) from C.S.J.M. University, Kanpur in 2008
- Graduation (Art) from C.S.J.M. University, Kanpur in 2006

Other Courses

- CIC from I.G.N.O.U. University, Delhi in 2007
- PGDCIT from A.I.C.E. Computer Centre, Kanpur in 2005
- Tally ERP 9.0 from Tally Academy, Lucknow in 2008
- Typing Writing Diploma (Hindi & English) from Mishra Typing School, Kannauj in 2005

Training

Distributors Management System (DMS) Training on Tally ERP 9, Lucknow in 2016

Notable Accomplishments Across the Career

Ansun Multitech (India) Ltd, Greater Noida , www.ansun.com

- **For Raw Material Store Function following Document is Using Presently**
 - # Goods Receipt Note (GRN)
 - # Miscellaneous Goods Receipt Note(MGRN)
 - # Returnable Goods Receipt Note (RGRN)
 - # Daily Receipt Note (DRN) ## External Issue Delivery Challan (EIDC)
 - # Returnable Delivery Note(RDC) & # Returnable Receipt Note(RRN)
 - # Material Receipt Slip (MRS) & # Line Rejection Note (LRN)
 - # Returnable Receipt Material (RRM) &# Returnable Issue Material (RIM)
- Make Non-Moving & Slow-Moving List... All store activity handle, Managed Material inbound, verified incoming documents & purchase order along with physical verification of Material accordance with bill documents and ensured quality clearance
- Fully conversant with application of modern inventory management techniques such as ABC Analysis, FIFO, LIFO etc. to regulate Inventories to logical levels.
- Identified and eliminated stagnant and slow-moving materials, reducing overhead while freeing up valuable warehouse space.
- Reconciliation the physical stock with system stock.
- Hazardous material storage and Flammable material storage.

Skill Set



Career Timeline

15 Apr'19 - Present

Ansun Multitech (India) Ltd.
Greater Noida

Nov'17 - 14 Apr'19

BNT Motors Pvt.Ltd. (BNT
Talbro Group) , New Delhi

Mar'14 - Oct'17

Midas Electronics Pvt. Ltd
New Delhi & Lucknow

Nov'10 - Feb'14

Beekay Group
Lucknow

BNT Motors Pvt. Ltd (BNT Talbro Group) ,New Delhi www.bnt-talbro.com

- Regularly Review Back Order Parts & take corrective actions to curtail B/O Ratio, Provide Critical/VOR (Vehicle Off Road) Parts Support through Alternative Source (Production, Inter-Dealer Stock Availability)
- Responsible to Monitor Physical Inventory Audit & ensure adherence of stock counting methods & Focus on Premium Model Parts & Seasonal Parts : - Summer Parts, Winter Parts, rainier Parts Responsible the fulfill Parts Northern India all State Site (Punjab, Uttar Pradesh, Haryana, Himachal Pradesh ,Delhi)
- Cleanliness & Housekeeping norms the top most priority, Cost Saving, Budget Responsible.

Midas Electronics Pvt. Ltd. www.midaselectronic.com

- Supervised Supply Chain operations including logistics & Transport (GR, POD, BILLTY and FTL, Lorry Challan, Road Permit)
- Managed inventory including Slow & Nonmoving stock, Dead & Damage stock, Scrap material and so on
- Maintained 5'S' & BIN Card System & FIFO ,LIFO and MAX-MIN Label
- Administered accounting operations including Tax & Retail Invoices, Delivery note, Challan and sales order, Sales Transfer
- Commercial -Material Test Certificate(MTC),Form(F,38,39,C Waybill),GST
- Purchase Management-Follow-up Vendor &Supplier, Material Available Status



Organizational Experience



Industries Exp.

Automobile

Electronic

Lubricants

Apparel & Fashion

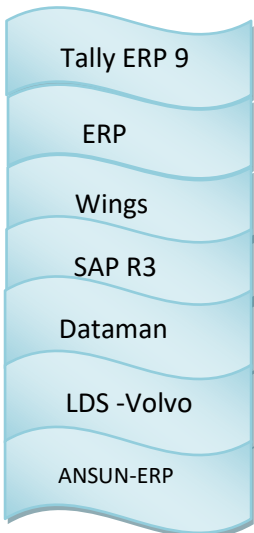


Ansun Multitech (India) Ltd as Material Manager ,Greater Noida & New Delhi from 15 Apr 19 - Till Now

Key Result Areas:

- **Raw Material & Finish Good Store :** Handling a Raw Material Store and Finish Goods. Responsible for overseeing the entire store and dispatch operations, Maintain stock on daily basis.
- Grading and appreciation of store and dispatch staff on performance base.
- Proper process of Outward (Sales orders, loading, invoicing, RDC/NRDC, Declaration, Waybills, Responsible for security and cleanliness of the store.
- Proper reporting and presence of material at production line and attend all complaints. , Ensure zero complaint level on every day.
- Coordinate with department to ensure quality of store material and proper FIFO observation. Responsible for internal/external Audits & dispatch also.
- Maintain high level of discipline in store compound. Register/filing of required document i.e. stock register, material issue register/slips, complaint register, and stock transfer orders, RDC/NRDC , and waybill/road permits.
- Communicate all store related issue to management. Maintaining the minimum inventory level & informing to purchase about the shortage.
- **Inventory - Order & Supply Management:** Preparing material requirement plan as per production floor needs. Tracking and maintaining inventory levels in the stores for all items required in the plant. Generating purchase orders as and when inventory levels reach reorder levels. Efficiently managing the inventory levels, for ensuring ready availability of material to meet production and dispatch targets
- **Warehouse Management:** overseeing the store management and maintaining reduced inventory levels. Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation. Implementing Standard Operating Procedures within the warehouse and training team members in maintaining compliance with these procedures. Ensuring quality packaging to prevent goods from getting damaged in transit.
- **Logistics & Transporter Management:** Supervising logistic operations viz., Courier & transportation from factory warehousing. to client & vendor sites after using cost-effective transport solutions. Negotiating with transporters, to ensure seamless and cost-effective movement of consignment.
- **Packing QR (Quick Response) Code Management :** Packing slips, Quality reports, Gate pass, Transport Dockets) Follow up with transporters/Material carriers

Technical Skill



Highlight:

- Won Best Data Bounty Award for Incentive, System Operator and Accountant: from Shell Lubricants
- Q1 of 2013
- Q2 of 2013
- Q3 of 2013
- Q4 of 2013

Basic Knowledge of International Organization for Standardization

- **ISO 9001:2015**
Quality Management System
- **ISO 14001:2015**
Environments Management System
- **OHSAS 18001:2007**
Occupation Health and Safety Management System

Personal Details

Father's Name : Mohd Yaseen

Date of Birth: 10th August 1985

Languages Known: English & Hindi

Blood Group : AB+

Permanent Address:

H-16/8, Behind Post Office, Afsari, Gursahaiganj, Kannauj-209722, U.P.

Current Address:

H-404, 4th Floor ,Near Ganga Dairy Shastri Park,Delhi-110053 ,Delhi



BNT Motors Pvt. Ltd as Spare Parts Manager (North)

from Nov '17 - 14 April 19

Key Result Areas:

- **Inventory - Order & Supply Management**
- Implementation of Synchronized Delivery Management concept to improve Parts supplies (Plan Vs Actual) ,Introduced Multi- Depot Ordering System to improve Customer Order Processing time & supply on time.
- **Stock Healthy Analysis**
- Review Superseded & Interchangeable Parts, Parts Bulletin - Find Relabeling Possibilities & Old Part liquidation.
- Periodic Monitoring of Stock level & take corrective measures to liquidate obsolete & Non-Moving Stock.
- **Perpetual/Physical Inventory Management**
- Assist in Cycle Counting to ensure better Stock Maintenance & control discrepancies. Prepare Physical Inventory - "Parts Accord Status" & "Discrepancy Status" Report.
- **Field Failure Parts - Recall & Service Campaign**
- **Premium Model Parts -Stocking Plan**
- **Customer Support Activities**
- Focus on Longer Lead Time Parts - Check Possibilities of Rework/Refurbishment to resolve Customer issue.,
- Daily Monitoring of Customer ETA Queries & Provide on time support on ETA & dispatch Status., Measures taken to improve ETA Adherence Rate to ensure customer satisfaction.



Midas Electronics Pvt. Ltd.(LED Light) ,Lucknow as Inventory Manager
from Mar'14 - Oct '17

Growth Path:

Mar'14 - Feb'16: Supply Chain Manager ,New Delhi
Mar'16 -Present : Inventory Manager ,Lucknow

- Managed various aspects of inventory and warehouse management operations including Inventory Control, Primary Material Management
- Ensured time to time reconciliation of the material and conducted short and excess audits Conducted market analysis and business development operations Market Analysis & Strategy Plan, Business Expansion/ Newer Markets
- Overseeing the logistic functions and negotiating with shippers/transporters for cost effective transport solutions and clearances.
- Processing customer orders within stipulated time with high order allocation ratio & accuracy, arranging dispatch of goods to hub warehouse and dealers by dedicated trucks/courier companies.
- Handling loading/unloading activities, minimizing waiting time, utilize material handling equipments.
- Monitoring and analyzing the loss in transit and undertaking measures to control the same



Beekay Group (Auto Spare Parts & Lubricants), Lucknow Warehouse Manager
From Nov'10 - Feb'14

Growth Path:

Nov'10 - Dec'11: Store In charge
Jan'12 - Oct'12: Store In charge cum Accountant
Nov'12 - Present: Warehouse Manager

Managed the entire gamut of operations including inventory management, warehouse management, logistics, supply chain management, reporting and account management using Tally ERP.9



Key Performance Indicators (KPIs)

Manpower Handling & Training	(1) Overall achievement of Team KRA
	(2) Interdepartmental Relations Initiative
	(3) Interdepartmental Relations Initiative
	(4) Leadership & Problem solving and decision making
	(5) Proper training to each member
	(6) Healthy Relation with Team Member and Motivating and Coaching
	(7) Clarity of Role and responsibility of each Person
	(8) Delegation of work in absence of Manpower
	(9) Monthly Review to address the issues and concern. Escalation to Concern person for solution.
Store/Warehouse/ Logistic/Transport/ Supply Chain Management	(1) LIFO /FIFO implementation & 100% proper location of parts in the BIN
	(2) Stock Insurance to be renewed on timely basis
	(3) Monthly Stock Adjust note--- Approval from Senior
	(4) Inter branch co-ordination for excellent results
	(5) Hands on experience with warehouse management software and databases
	(6) To perform dispatches as per checklist within 24-36 hours.
	(7) Ensuring operational profitability of parts and spares
	(8) Order Received and dispatched Processes
	(9) Delivery /Service Van paper to be checked
	(10) Housekeeping and Assets Maintenance
	(11) Delivery /Service Van Maintenance and servicing on Timely
	(12) Calling to Key Customer and Dealers and take Feedback on Quality of Delivery & Service.
	(13) Freight deduction by 10% quarterly. Given total target price to management.
	(14) Ordering parts & spares and keeping tracking logistics
	(15) Price Negotiation Skills
	(16) Timely and Safe Delivery of parts is Responsibility
	(17) Loading capacity utilization on and as per requirement per vehicle.
	(18) Issuing parts to the technicians and other relevant service staff
	(19) Coordinate with floor supervisor for timely turnaround of parts needed for a job
	(20) Receive and process warehouse stock products (pick, unload, label, store)
	(21) Assessing the required number of Vehicle, their costs, availability against the allocated budget.
	(22) Savings target of 5% of allocated budget.
	(23) Ensure all information from dispatch till receipt to be shared with the required person.
House Keeping/ Audit/Safety	(1) Housekeeping of warehouse floor, Roof, Racks, Bulky parts cabins etc. and Office.
	(2) Proper working of store Equipment , with complete list and service details
	(3) Organizational and time management

	(4) 5 S , BIN implementation, Kaizan
	(5) Good ambience of the store at all time
	(6) Separate location for claim/damage/wrong Supply and Manufacturing defect Parts
	(7) Cleanliness & Housekeeping norms should be the top most priority
	(8) Matching of Physical stock with System Stock & daily & Monthly random audit mandatory
	(9) Keep a clean and safe working environment
	(10) Scrap , Unsaleable Parts, Unused and Spare Cartons etc. should be removed from time to time to clear up the space
	(11) Fire Extinguisher to be checked(ABC & CO2) and kept in working condition
Claim : Inward & Outward Management Delegating	(1) Ensure all claims to be sent to Company on time (As per Company Policy)
	(2) Follow-up with Company for Timely Settlement
	(3) Cost Saving , Budget Responsible
	(4) Back Order Management & Sales Loss Back Order Tracking Every Day task
	(5) Understanding of Finance & Management reporting.
	(6) Updating of Claim Summary Sheet (Weekly/Monthly): warranty and guarantee claim
Customer Support/ Operations Decisiveness	(1) Sales /Service Team and Customers full support
	(2) Tracking of Sales Loss
	(3) Knowledge of part number to Self & Staff & Customer by Catalog
	(4) All Order To be checked after picking of materials from Bins
	(5) Stock and part Availability details and Urgent part dispatch.
Sales/Marketing Empowering	(1) Regular contact and working relationships & Customer Enthusiasm
	(2) Market Analysis & Strategy Plan
	(3) Brand Management
	(4) Business Expansion/ Newer Markets
	(5) Customer management and Demand Generation
	(6) Much contact with people in all Customer & retail facility departments
	(7) Sales Force Management & B2B & B2C Sales Management
	(8) Primary Sales Management & Secondary Sales Management
	(9) Sales& Market Management
	(10) Distribution/Dealer Channel Management
	(11) Consultation with customer to meet customer requirements.
	(12) Credit Policy Management
	(13) Target Planning & Execution
	(14) Documentation & Reporting
	(15) Debtor control
	(16) Drive sales persons to achieve hundred percent outcomes.

Inventory/Material Management

Inventory - Order & Supply Management	(1) Improve Parts/Material supplies (Plan Vs Actual).
	(2) Introduced Multi- Depot Ordering System to improve Customer/Dealer/Distributor Order Processing time & supply on time.
	(3) Regularly Review Back Order Parts/Material & take corrective actions to curtail B/O Ratio.
	(4) Inventory /Material Management via ABC-FMS Analysis
	(5) Minimize Damage & Leakage Parts/Material, Focus fast moving Parts/Material
Auto PO Management	(1) Auto PO system implemented. Review Complete Part master & select Items for Auto PO system.
	(2) Auto PO qty monitoring on regular basis for Auto PO items.
	(3) Addition & Deletion of Auto PO items to avoid shortage & excess PO Qty.
	(4) Coordination with pricing team on Sales Price updating for new model parts/price issues.
Stock Healthy Analysis	(1) Review Superseded & Interchangeable Parts, Parts Bulletin - Find Relabeling Possibilities & Old Part liquidation.
	(2) Monitoring of Stock level & Slow & Nonmoving stock, Dead & Damage stock, Scrap material
Perpetual/Physical Inventory Management	(1) Assist in Cycle Counting to ensure better Stock Maintenance & control discrepancies.
	(2) Inter Branch Transaction
	(3) Responsible to Monitor Physical Inventory Audit & ensure adherence of stock counting methods.
	(4) Prepare Physical Inventory Status Report.
Field Failure Parts - Recall & Service Campaign	(1) Liquidation Proposal of Old Stock/Cost compensation before implementation of improved Part.
	(2) Ensure Affected VIN (Vehicle identification number) Vehicles to be replaced with improved Part @ Dealership/Customer.
	(3) Provide Critical/VOR (Vehicle Off Road) Parts Support through Alternative Source (Production, Inter-Dealer Stock Availability).
Premium Model Parts/Material & Seasonal Parts/Material -Stocking Plan	(1) Focus on Premium Model Parts - Stock Availability, Order Processing & Supply Lead Time.
	(2) Regular Monitoring of Stock level & release timely Purchase Order to improve First Fill Rate.
	(3) Major reduction in Customer Complaints
	(4) Prepare "Premium Model Status Report" & find measures to reduce B/O Situation.
	(5) Focus on Seasonal Parts/Material : -Summer Parts ,Winter Parts ,rainier Parts
Purchase Management & Vendor Development	(1) Development of alternative local sources for imported raw materials which helps in cost saving.
	(2) Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
	(3) Liaison with the production department to maintain optimum inventory.
	(4) Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
	(5) Liaison with finance department for timely payment of bills. And Developing reports on procurement and usage of material for top management.
	(6) Development of new vendors. And ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
	(7) Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
	(8) Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
	(9) Timely clearance of payments & handling vendor inquiries.
	(10) Regularly Review Indent & PO Parts/Material & take corrective actions to curtail Indent & PO Ratio.

