

## **TARUN MANDAL**

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### **Career Objective**

Seeking a good platform where I can utilize my experience on Warehouse Operation, Logistics/Supply Chain management, Inventory Control, Forecasting, Distribution Management, Vendor Development, Despatch Planning, and cordial customer relationship to sustain of the profitability the business

### **Present Status**

Current Designation: - **Assistant Manager**

Current Company: **Win Pens Pvt Ltd.**

Current Location: **Kolkata**

Pref. Location: **All India**

Functional Area: **Warehouse Operation/Logistics/Supply Chain**

Role: **Warehouse Manager**

Total Experience: 17 Yrs

Annual Salary: Rs. 7 Lacs

Notice Period: 1 Month

Highest Degree: **PGDM**

Address: B3/112/A/A New

Shibarampur Road,

Sarkarpool, Maheshtala,

South 24 Paraganas

Kolkata - 700143

Date of Birth /Gender: 2<sup>nd</sup> Feb'1984/Male

Marital Status: Married

Industry: **Industrial/ Heavy Materials/ Plastics/ Beverage**

**Top Key Skills:** - Warehouse Management, Inventory Management, Purchase, Logistics Management, Supply Chain Management, Distribution Management, Team Leadership, Vendor Development, Forecasting, Route Planning, Customer Relationship Management, Materials Planning,

### **AREAS OF EXPERTISE**

#### **Supply chain Management**

- > Vehicle Costing, Vendor Management and material handling for various materials.
- > Technically know how about the WMS, VMS, TMS material management facilities etc.
- > Command over Hub & Spoke system and Cost analysis for Hub operation.
- > Sentient with Vehicle costing, Fleet Management and CFA costing and its operations.

#### **Distribution/Channel Management**

- > Identifying & networking with financially strong & reliable branches and channel partners, resulting in deeper market penetration and reach.
- > Ensuring Timely Vehicle placement and proper MIS flow to customers.
- > Evaluating performance & monitoring branch prosperity and marketing activities.

#### **Business Development**

- > Exploring potential business avenues & managing marketing & sales operations for achieving increased business growth & initiating market development efforts.
- > Analyzing latest marketing trends & tracking competitors' activities & providing valuable inputs for fine tuning corporate sales & marketing strategies.
- > Implementing marketing strategies to build consumer preference & drive volumes.

### **Client Relationship Management**

- > *Managing customer centric operations & ensuring customer satisfaction by achieving delivery & service quality norms.*
- > *Maintaining cordial relations with customers to sustain of the profitability the business.*
- > *Building & maintaining healthy business relations with major clientele, ensuring maximum customer satisfaction by achieving delivery & quality norm.*

### **Team Management**

- > *Leading & monitoring the performance of team members to ensure efficiency & meeting of individual & group targets.*
- > *Coordinating activities for the identification of training needs of employees for upgrading their productivity.*

## **CAREER GRAPH**

**Win Pens Pvt Ltd as Assistant Manager – Warehouse Operation and Logistics/Supply Chain Management.**

*Working Period: - Since March'20 to present Date*

### **Key Responsibilities:-**

- *Planning of overall Logistics movements and operations for **All India***
- ***Sales order creation, rate checking, raise Invoice through SAP***
- *Co-ordinate with Factory Team to make shortage items very fast.*
- *Shortage Item's production planning share to production department.*
- *Every day Party wise Despatch Planning for **All India***
- *Shortage Items allocation pro-rata and priority basis.*
- *Shortage items escalate to Production department.*
- *Follow-up with team on incoming materials and outgoing finished goods*
- *Responsible for coordinating and monitoring Logistics operations*
- *Provide relevant data and analysis to the operations team throughout the supply chain.*
- *Work with existing transportation suppliers on ideal delivery rate and routing.*
- *To check transporter bills as per rate contract and forwarding to accounts department for payment*
- *As per statutory requirements need to follow-up with the locations for LR updating from time to time*
- *To review physical stock at depot/CFA*
- *To review Ageing stock analysis and escalate to concern sales team*
- *Budgeting for Logistics*
- *Overlook the auditor's report and follow up with location for improvement*
- *Collaborated with the department heads to maintain updated information on plant production, purchasing, shipping.*
- *Working closely with production team to provide extended support to sales by efficient demand and supply planning.*
- *Responsible for optimum vehicle utilization, dispatch accuracy, inventory control, and warehouse audits.*
- *Accountable for warehouse stock inventory with system Vs physical stock variance.*
- *Sales order execution.*
- *Handling 45k Sq.ft Warehouse with smooth warehouse operation..*
- *Handling 35 Nos of manpower ( Incd. On Roll staff and Off Roll Staff)*

### **Major Achievements:-**

- *Reduced cost in primary and secondary freight by better negotiation with various transporters*
- *Optimizing proper vehicle utilization and efficient vendor development*
- *Optimizing proper manpower utilization*
- *100% maintain system inventory stock Vs physically inventory stock.*
- *Maintaining cordial relations with customers to sustain of the profitability the business*

***Safari Industries India Ltd as Sr. Executive – Warehouse Operation and Logistics/Supply Chain Management***

***Working Period:- Since Nov'2012 to Feb'2020 ( 7 Years 3 Months )***

***Key Responsibilities:-***

- *Tracking Inbound/Outbound shipment & ensuring that deliveries are maintained at 100% on time*
- *Everyday Order Fulfilment through SAP and arrange delivery for day to day smooth running of the business.*
- *Everyday make an arrangement to count perpetual stock to avoid discrepancy books Vs physical.*
- *To review Ageing Stock analysis and escalate to sales concern persons*
- *Managing the transporters, keeping the department cost in check & handling cost avoidance on account of demurrage & documentation.*
- *Keeping abreast of changes in relevant acts like weights & measures acts / maximum retails price compliance.*
- *Consolidating cargo for customers on the same route & using a chartered vehicle which is more economical in freight cost compared to Courier Company.*
- *Maintaining the daily petty cash expenses to run the warehouse expenses.*
- *Preparing the expenses vouchers and send to HO on Monthly basis with statement & maintaining the record of vendor payment.*
- *Preparing MIS of warehouse activities on a weekly basis and sent to Reporting Boss.*
- *Supervising 65 Nos of Staffs and handling the breakage recruiting and training of staff such as arrangement of SAP Training, Fire Safety Training.*

***Major Achievements:-***

- *Reduced cost in secondary freight by better negotiation with various transporters*
- *Optimizing proper vehicle utilization and efficient vendor development.*
- *Optimizing proper manpower utilization*
- *100% maintain system inventory stock Vs physically inventory stock.*
- *Maintaining cordial relations with customers to sustain of the profitability the business*
- *Timely requirement reports submission to reporting boss.*

***SAMSUNG INDIA ELECTRONICS PVT LTD C/o APL Logistics Pvt Ltd as Executive – warehouse***  
***Since: Jan'2011 to Oct' 2012 ( 1 Year 10 Months )***

- *Sales Order Execution (Invoicing thru SAP)*
- *Co-ordination with the local RSCM & SOC for sales order execution.*
- *Route Planning./ Transporter Freight Cost Control*
- *Transporter Arrangement and Co-ordination with them for local and up-countries delivery.*
- *80 Nos Labours Utilize*
- *Customer Handling for product Satisfaction*
- *Dealers and Distributors Handling/ Vendor Management*
- *Daily Stock Management.*
- *Ageing Stock Analysis.*

- *Creating a plan which will optimize the load per vehicle as well as ensure timely delivery and pick-up of materials from vendors place.*
- *MIS report – Daily and Monthly ( i.e. Account maintenance, Stock maintenance, Transporter delivery status maintenance, Pending order maintenance, Daily Intransit report, Monthly Defective Generation Report, Daily/Monthly Sale & Collection Report Etc.)*

**Agility Logistics Pvt Ltd as Logistics coordinator**  
*Since Nov'2007 to Dec'2010 ( 3 year 2 months )*

- *Sales Order Execution (Invoicing thru Oracle)*
- *Co-ordination with the local RSCM & SOC for sales order execution.*
- *Route Planning./ Transporter Freight Cost Control*
- *Transporter Arrangement and Co-ordination with them for local and up-countries delivery.*
- *25 Nos Labours Utilize*
- *Customer Handling for product Satisfaction*
- *Dealers and Distributors Handling/ Vendor Management*
- *Daily Stock Management.*
- *Ageing Stock Analysis.*
- *Creating a plan which will optimize the load per vehicle as well as ensure timely delivery and pick-up of materials from vendors place.*
- *MIS report – Daily and Monthly ( i.e. Account maintenance, Stock maintenance, Transporter delivery status maintenance, Pending order maintenance, Daily Intransit report, Monthly Defective Generation Report, Daily/Monthly Sale & Collection Report Etc.)*

**IT SKILLS**

- *SAP ( HANA S/4) & ( B1)*
- *Oracle ( B13 )*
- *ILS*
- *Tally (7.2 & 9)*

**Education Qualification**

<b>Name of Exam.</b>	<b>Exam. Board</b>	<b>Year</b>	<b>Percentage (%)</b>
<i>Secondary</i>	<i>W.B.B.S.E.</i>	<i>2001</i>	<i>58.72</i>
<i>Higher Secondary</i>	<i>W.B.C.H.S.E.</i>	<i>2004</i>	<i>49.11</i>
<i>Bachelor of Arts</i>	<i>C. U.</i>	<i>2007</i>	<i>44.07</i>
<i>PGDM ( Logistics/Supply Chain)</i>	<i>MIT ( PUNE )</i>	<i>2020</i>	<i>80.04</i>

**Professional Qualification**

- 1> Completed **PGDM** on Logistics and Supply Chain Management from MIT- Pune through correspondence.
- 2> Completed Diploma on Basic Computer.
- 3> Completed Certificate course on C, C++.
- 4> Completed Certificate Course on PHP.
- 5> Completed Certificated Course on Tally 7.2.
- 6> Completed diploma in office management course from 'IOM' at Kalighat, Kolkata. This course is divided into three modules.

Module (A)	Module (B)	Module (C)
Computer Course Dos, MS Office (Word, Excel, Power Point), Tally 7.2.&9.)	Management, Cost, Tax, Banking & Insurance, Export - Import, Documentation, Investment Plan, Business Project	Spoken English Personal Skills, Business Correspondence.

Language Known:- English, Hindi, Bengali

**Affirmative Action**

Physically Challenged: No

**Work Authorization**

Countries: India

Job Type: Permanent

Employment Status: Full Time

All the information given above is true and fair to the best of my knowledge and belief.

Date:

Signature: