

BRAJESH VERMA

Address for Correspondence:

H.No 174 Bhole Nager,
Satlapur, Mandideep, India
PIN No. -462046

E-Mail:

Brajeshverma49@gmail.com

Phone:

+91-8602475745

Objective :

- I would like to work in an environment which besides offering me a challenging job would provide me an opportunity to learn and grow where I can use my analytical managerial and interpersonal skills to achieve the desired goal.

Work Experience :1

Company : SAGAR MANUFACTURERS PVT. LTD.

Position : Senior Executive.

Duration : November 2016 to Till Date.

Job Profile

- Prepare Sales Invoice Domestic & waste invoice in SAP HANA.
- Responsible for Production & Dispatch planning as per customer requirement.
- Responsible Day to day inventory maintain in Excel & system and share with high management team.
- Prepare yarn packing, production report, Cotton Waste and Sales Register report.
- Check received raw materials stock against invoices.
- Daily stock entry in SAP according Yarn production and cotton waste report
- Responsible for Issue raw material for production uses.
- Responsible Material Management stock systematically and physically.
- MIS reporting by using MS Excel & VBA (macro).
- Monitoring of Dispatches with coordination of Transporter & Marketing Dept.
- Maintain cleanliness and order in the store.
- Responsible for managing store department and directing the efficient operation of the assigned store to maximize sales and profitability.
- Supervised a team of 8 to 10 Peoples team on daily basis; assisted in avoiding safety issues during unloading the materials.
- Handled Store activities like receiving raw packing materials, performed goods receipts.
- Responsible for managing weekly and monthly reconciliation of stock with service partners & vendors; involved in planning, implementing and up-gradation of process for enhanced operations.
- Ensured inventory record accuracy for all raw and packing as per daily, weekly and monthly plan; owner of record management system, handled the records for audit purpose and future reference purpose.
- Results reporting to higher management team, results sharing in daily meetings.

Work Experience :2

Company : DHL Supply Chain India Private Limited,

Position : Junior Executive.

Duration : September 2011 to August 2016.

Job Profile

- To Prepare Master data for new code update in SAP.
- Customer forecasting update as per monthly requirements.
- SAP setup for every new code.
- Responsible Material Management stock systematically and physically.
- Communication to Marketing and sale team for Stock visibility and requirement.
- Daily Dispatch Resources Planning as per customer requirement
- Single point of contact for CSD and Metro channel
- Daily DMS and Regional reporting
- Daily MIS Using SAP in the DMS mode and working in the A6P.
- Responsible for Create the Shipment to dispatches all goods in SAP
- Responsible for Making Picos File for Sales planning
- Daily Run Scripting file For Balance To Place Stock (BTP) in SAP
- Responsible for Daily Download Inventory Report, Transit report, Shipment report From SAP
- All material category wish manage.
Responsible for Follow-up & Communication the transporters for In-transit Truck for reaching in proper time.

Academic Credentials

SL.No	Name of institute	Name of course	Year of passing	Aggregate percentage	Name of university board
1.	Deeksha Computer Classes	PGDCA	2018	68%	Rajeev Gandhi University
2.	Sect College of Professional and Education	B.sc (CS)	2013	69%	Barkatullah university
3.	Deep Vidhya Niketan H.S School	10+2	2009	54%	MP Board
4.	Deep Vidhya Niketan H.S School	10th	2007	67.6%	MP Board

Training Details

- Source one Entry Training Web Based.
- Behavior & Culture Web Base.
- Introduction to One Point Lessons.

IT Skills

- ❖ Expert in Excel Formulas & Macro building.
- ❖ Working in SAP & SAP HANA.
- ❖ Microsoft Office – Word, Excel, Power point
- ❖ One Year Course In Computer Science.
- ❖ Working in TCS.
- ❖ Internet and emails.
- ❖ Forecasting based on secondary data and trend analysis
- ❖ Expert in Excel Formulas & Macro building.

Strengths

- ❖ Ability To Work Under Pressure.
- ❖ Hard Cum Smart Worker.
- ❖ Hard working nature and winning attitude.
- ❖ Excellent knowledge of my job.
- ❖ Discipline & Dedication.

Soft Skills

Good Communication Skill.
Positive Thinker

Hobbies

Listening Music, Playing Cricket.

I hereby certify that all the information provided above is true to the Best of my knowledge.

Date:

Brajesh verma