



TARUN MANDAL
Assistant Manager

Contact

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B3/112/A/A New
Shibarampur Road,
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South 24 Paraganas
Kolkata - 700143

Phone

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tarun.mandal1984@gmail.com

Skills

Warehouse Operation
Decision Making
New System Development
Leadership
Logistic Planning
Time Management
Distribution
New Vendor Development
Communication
Customer Relationship

Language Known

English, Hindi, Bengali

IT Skills

SAP (HANA S/4)
SAP B1
Tally
Oracle

Career Objective

Seeking a good platform where I can utilize my Skills/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**

Prof. Location: **All India**

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

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

Role: **Warehouse Manager**

Total Experience: **16 Years +**

Notice Period: **1 Month**

Highest Degree: **PGDM/MBA**

Date of Birth/Gendar/Marital
2nd Feb'1984/Male/Married

Work History

Mar'2020 To Present **Assistant Manager - Warehouse Operation/ All India Logistics Operation**
WIN PENS PRIVATE LIMITED

- * Warehouse Operation and Logistics/Supply Chain Management
- * Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- * Schedule and oversee warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime.
- * Planning of overall Logistics movements and operations for **All India**
- * **Quotation/Purchase order/Sales Order/Invoice creation, rate checking.**
- * 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
- * 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 weekly
- * To review Ageing stock analysis and escalate to concern sales team
- * Provided professional services and support in a dynamic work environment
- * 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.
- * Completed paper work, recognizing discrepancies and promptly addressing for resolution

Nov'2012 - Feb'2020 **Sr. Executive - Warehouse Operation/Logistics/Supply Chain Operation**
Safari Industries India Ltd

- * Warehouse Operation and Logistics/Supply Chain Management
- * Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service

- * Schedule and oversee warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime.
- * **Quotation/Purchase order/Sales Order/Invoice creation, rate checking.**
- * Co-ordinate with Factory Team to make shortage items very fast.
- * Follow-up with team on incoming materials and outgoing finished goods
- * To check transporter bills as per rate contract and forwarding to accounts department for payment
- * To review physical stock at depot/CFA quarterly
- * To review Ageing stock analysis and escalate to concern sales team

Jan'2011 - Executive - Warehouse Operation
Oct'2012 Samsung India Electronics Pvt Ltd

- * **Quotation/Purchase order/Sales Order/Invoice creation, rate checking.**
- * Follow-up with team on incoming materials and outgoing finished goods
- * To review physical stock at depot/CFA quarterly
- * To review Ageing stock analysis and escalate to concern sales team
- * Route Planning./ Transporter Freight Cost Control
- * Transporter Arrangement and Co-ordination with them for local delivery
- * 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.)

Nov'2007 - Logistic - Co-Ordinator
Dec'2010 Agility Logistics Pvt Ltd

- * Daily Stock Management
- * Sales Order Execution
- * 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-country delivery
- * Dealers and Distributors Handling/ Vendor Management
- * POD copy management

Education

Jul'2018 - PGDM/MBA - Logistics/Supply Chain Management
Aug'2020 Maharashtra Institute of Technology - Pune
 GPA:- 80.04

Jun'2004 - Bachelor of Arts
May'2007 Calcutta University - Kolkata, India
 GPA:- 44.07

May'2003 - Higher Secondary Education
Jun'2004 West Bengal Board of Higher Secondary Education, Kolkata
 GPA:- 49.11

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

Date

Signature