

## **ROBIN JAIN**

66-D, PALAM VIHAR

AMBALA CANTT

M: 8968381272/ 8570929632

E: [robin4aug@gmail.com](mailto:robin4aug@gmail.com), robin4aug@hotmail.com

### **PERSONAL SUMMARY-**

An experienced Warehouse Manager having a long record of successfully managing people, processes and systems, dynamic and driven individual with a continuous learning mind set having the strength of character to deliver. I have the passion to succeed, along with the willingness to progress within a role, and the ability to contribute towards warehousing initiatives. On a personal level, confident and passionate & can manage, mentor and motivate a team. My key strengths lie in controlling warehouse flow patterns and planning future storage capacity. Right now I am looking forward to join a company which wants to recruit talented individuals who get things done in time and within budget.

### **ACADEMIC-QUALIFICATIONS -**

	<u>Year</u>	<u>Board/University</u>
12 <sup>th</sup>	2004	HBSE
B.Com	2007	Kurukshetra

### **CAREER HISTORY-**

- WAREHOUSE MANAGER – **September 2016 to Till Date**  
Employers Name - **M/S VEETO HOBBIES (India),Saha,Ambala Cantt.**
- DEPOT OPERATION MANAGER (WAREHOUSE) – **June -2006 to September-2016**  
Employer's name – **N. RANGA RAO & SONS PVT. LTD.**

### **DUTIES:-**

- Responsible for organizing the warehouse areas, making the best and most efficient use of space, and managing the day to day activities of warehouse staff and labor.
- Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse.
- Maximising space usage within the warehouse.
- Looking after the transportation of goods into and out of the warehouse.
- Implementing specific customer packaging requirements.
- Looking after warehouse equipment breakdowns.
- Shipment loading and transferring.
- Working with supervisors to improve staff performance.
- Setting aside storage areas for new stock.
- Complying with all Health, Safety and Environmental standards.
- Keep unauthorised persons out of the warehouse.
- Developing and implementing SOPs for the warehouse.
- Facilitating effective communication within the team and across the site.
- Investigating any inventory losses.
- Operating automated warehouse storage and retrieval systems.
- Being on call for any emergencies.
- Planning future warehouse capacity requirements.
- Maintaining accurate staff attendance records.
- Ensuring products are stocked correctly and safely.
- Individually handle GST Returns & all statutory works belonging to company

## **KEY SKILLS AND COMPETENCIES**

### **Management**

- Able to adapt quickly and effectively to operational issues.
- Can work in a fast paced and very busy warehouse.
- Ability to read, interpret, and effectively communicate necessary policies and procedures to others.
- Presently working in **SAP**, Doing work of Accounts, finance & Inventory
- Also worked in **SAP, ERP & Tally .ERP 9** application

### **Personal**

- Developing individuals in a team so that they achieve their full potential.
- An excellent man-manager who leads by example and is able to adapt quickly and effectively to operational issues.

## **AREAS OF EXPERTISE**

- Stock Rotation,
- Logistics,
- Chain management,
- Monitoring expenditures,
- Identifying variances,
- Retail warehousing,
- Distribution Planning,
- GST Returns.

Date:-

Place:-