<u>Resume</u>

<u>Mohan Rai</u>

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Career Objective:-

• To work with a professionally Oriented Organization where I can utilize my Skills and gain practical knowledge and contribute towards achieving the organizational objective.

Core Competencies:-

- More than 10 years of experience in Spare Management & Accounts, MIS andPeople Management. the accounting functions to finalization, supervising the preparation of MSL, MIS Reports, Account Statements, Expertise in projectingfuture outlook to Finance thereby ensuring achievement on month over month basis; deft at handling the Logistics and control.
- Ability to improve operations, impact business growth and maximize profits.
- Proficient in understanding Business Processes and mapping into SAP.
- Quick learner and highly motivated team member. Requires minimum supervision to meet objectives.
- Strong interpersonal, communication skills and keen desire to learn newtechnologies.
- Demonstrated ability to achieve stretch goals in an innovative and fast paced environment.
- Ability to learn quickly and get the job done in a high visibility, high stress situation.
- Strategic communication and presentation skills when required to deal with the customers.
- Good team player with excellent functional, analytical and inter personal skills.
- Adequate problem solving, decision making, communication and interpersonal skills
- Ability to work in a team environment and actively participate in projects within work groups and across organizations.

Working Experience:-

- I am Present working in SHIVAARNA TECHNOFOAMS PVT. LTD (Group Company of DUROFLEX PVT .LTD.) as a Supply chain Executive at Indore factoryform 1st September 2022 to continue.
- 1.2 Years in Life care logistics Pvt. Ltd. as operation manager and handling the operation of Shalimar paints Pvt. Ltd. Locations (PUNE, BHIWANDI, INDORE, andAHMEDABAD) from date 19.07.2021 to 31st Aug 2022.
- 3.3 Years Carryfast Logistics Pvt. Ltd. as a Depot Manager from date 23 April 2018to 17.07.2021. Handling the operation of Emami Agrotech Ltd.
- 2.1 Year in Medicell Group, C&F agent of Lupin Ltd as Commercial executive from 18thMarch 2016 to 22th April 2018.
- 1.9 year in Carryfast Logistics Pvt. Ltd (Shilpa Agecies) in Indore from 23rd June2014 to 17th March 2016 as Ware house Manager cum Computer Operator.
- 1.1 Year in Aristo Pharmaceutical Pvt. Ltd. As a Personal Assistant and Billing operator cum personal assistant at Indore branch. (August 2013 to 23rd June 2014)
- 3.3 Years as a Billing and Dispatch Executive in Super Stockiest point, Sri Ganesh Trade link-Indore, Handle distributors and manage the market demand and supply. (From April 2009 to August2013). (SS of Facia, Joy Cosmetic, Emami, Dabur, Wrigley)

Job Responsibility:-

- Manage Batch wise stock.
- Manage MSL month wise.
- Stock Audits.
- Manage freight report daily basis.
- Currently I manage 10+ Transporters and 30-40 vehicles on a daily basis.
- Currently we are dealing with 32ft HO and 19ft open vehicles.
- Preparing Transport bills and payment receipt.
- Finalize new transport contracts and rates.
- Manage warehouse operation and FG stocks
- Manage manpower shift wise.
- Communications with All sales person of company.
- Controlling Billing, Accounting & Warehouse operation.
- Communication with transporters.
- Invoicing/controlling godown / controlling dispatches/Communication with stockiest/Maintaining A/c. (Brkg./Exp./Saleable credit notes/Replacements).
- Preparing transport bill.
- Handling cheque of Party and punch in SAP.
- Adjust credit note party wise in SAP.
- Internal and External audit, Process Audit and QEHS etc.

COMPUTER PROFICIENCY:-

- Operating System (WINDOWS 98, 2000, 2003, XP Professional etc.).
- MS-Office (Word/Excel/Power Point/Outlook etc.)
- SAP, ORACLE, Tally and PROMPT, ERP.

Education Oualification Academic:-

- Graduate (B.Com Computer Applications) Commerce, Financial accounting & Foundation [Devi Ahilya Bai University, Indore (M.P.)]
- Intermitted from board of secondary education Bhopal M.P.

Personal Profile:-

- Father Name Mr. Sharda Prasad Rai
- Mother Name Mrs. Janki Rai
- Spouse Name Mrs. Aarti Rai
- Date of Birth Aug 30, 1989 Indian
- Nationality
- Married Status
- Married Language Known Hindi& English
- Hobby Dancing, Reading Books, Traveling listening Music.

Declaration:-

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the corrections of the above-mentioned particulars.

Place:-Indore

(MOHAN RAI)

Date: ------