

VIKAS KUMAR

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Job Objective:

To achieve a challenging position where I can effectively contribute my skills and experience to success and growth of the organization as well as to improve my professional skills.

Educational Qualification:

Qualification	Institution	Board/University	Year Of Passing	Percentage	Class
B.Tech Electrical & Electronics Engg.	Skyline Institute Of Engg. & Tech Greater Noida	GBTU	June-2011	66.2 %	First Class
12th	DAV Public School Sawang	CBSE	July -2006	64.3 %	First Class
10th	DAV Public School Sawang	CBSE	July.-2004	60.5 %	First Class

Professional Qualification:

- **MBA-2012-2014 From Sikkim Manipal University - 66%**
- **Specialization-Operation Management**

Technical Skill:

- **MS Excel**
- **MS Power Point**
- **MS Word**

Work Experience:

Swiggy InstaMart (Scootsy Logistics Private Ltd.)

Date of Joining: 14/07/2021-till now

Position: Operation Manager- Supply Chain
Warehouse

Dept: Supply Chain Management**Job Profile:**

- ❖ warehousing planning, Distribution & logistic operations for leading the organizations.
- ❖ Motivate the team member day to day basis by briefing them to remember the goal of organization and will reassure them that their efforts have not gone unnoticed.
- ❖ Implements award and appraisal for achieving their day-to-day targets set by the leads for encourage them.
- ❖ Enhance the skills of employee by training of new tools and technologies that we have to use for process improvement.
- ❖ Reduced the Manpower cost by 40% monthly by improving efficiency.
- ❖ Coordination with POD / Store operations team for smooth material movement.
- ❖ Monitor and provide for the quality assurance of the finished product, and delivery date deadlines necessary for each contract.
- ❖ using lean methodology in warehouse to reduce waste in day- day operation by increased the quality percentage of raw material.
- ❖ Liaise with customers, suppliers and transport companies ·
- ❖ Plan, coordinate and monitor the receipt and dispatch of goods ·
- ❖ Have a clear understanding of the company's policies/vision and how the warehouse contributes to these ·
- ❖ Meet cost, productivity, accuracy and timeliness targets
- ❖ Maintain metrics and analyze data to assess performance and implement improvements
- ❖ Warehouse Stock audit and Inventory Management.
- ❖ Ability to forecast and determine productivity requirements to produce during the day to meet the overall building objectives.
- ❖ Experience in managing Fruits & Vegetables warehouse and packaging center.
- ❖ Managing daily delivery of 1.35 lakh packets across 70 Stores, with size of 58,000 square feet Warehouse.
- ❖ Reduced Cost of LML (Last Mile Logistics) by 35% by reducing number of delivery vehicles.
- ❖ Responsible for maintaining OTD (>98%), PR (<2%), Damage Control & Fill Rate (>95%).

Anmol Industries Ltd.

Duration: August 2019- July 2021

Position: Warehouse Manager.

Job Profile:

- ❖ Responsible for Daily Activities of Warehouse including shipping, receiving, maintenance, inventory and employee scheduling.
- ❖ Organize and monitor the distribution of goods to ensure items and resources are shipped to their appropriate destinations.
- ❖ Briefing organizational goals into specific individual goals for the performance of an organization. These goals often take the form of objectives that are set by the employee and the manager.
- ❖ Enhance the skills of employee by training of new tools and technologies that we have to use for process improvement.
- ❖ Manage Inventory and Procurement.
- ❖ Manages inventory control levels between warehouse and units, by consistently conducting physical counts.
- ❖ Complete warehouse productivity reports for upper management.
- ❖ Developing baseline schedules

- ❖ Encourages teamwork within the workforce to ensure set productivity targets are met.
- ❖ Ensure the inventory is controlled and maintained with high quality for the purpose of audits.
- ❖ Organize orders for pickup and delivery.
- ❖ Ensure items are packed and labeled ready for loading and shipping.
- ❖ Process warehouse stock products.
- ❖ Collaborate with co-workers, supervisors, and personnel for a smooth workflow.
- ❖ Inspect warehouse and report any issue to the supervisors.
- ❖ Maintain and operate warehouse machinery and equipment for tasks.
- ❖ Analyzing workload.

ITC Grand Bharat (Kartik Electricals Pvt. Ltd.)

Duration: December 2016-August 2019

Position: Assistant Manager warehouse

Job Profile:

- ❖ Developing baseline schedules
- ❖ Maintain an inventory and regularly update it.
- ❖ Ensure the inventory is controlled and maintained with high quality for the purpose of audits.
- ❖ Organize orders for pickup and delivery.
- ❖ Ensure items are packed and labeled ready for loading and shipping.
- ❖ Process warehouse stock products.
- ❖ Collaborate with co-workers, supervisors, and personnel for a smooth workflow.
- ❖ Inspect warehouse and report any issue to the supervisors.
- ❖ Maintain and operate warehouse machinery and equipment for tasks.
- ❖ Making DPR and WPR.

Haier Spare Part Warehouse

Position: Senior Executive Warehouse Operation

Duration: June 2014 to November 2016

Job Profile:

- ❖ Manage Inventory and Procurement.
- ❖ Manages inventory control levels between warehouse and units, by consistently conducting physical counts.
- ❖ Complete warehouse productivity reports for upper management.
- ❖ Developing baseline schedules
- ❖ Encourages teamwork within the workforce to ensure set productivity targets are met.
- ❖ Manage manpower and make schedules and rooster.
- ❖ To look after the dispatch from Warehouse to required locations.
- ❖ To handle order processing, delivery challan, invoicing.
- ❖ Complete warehouse productivity reports for upper manage.
- ❖ Maintaining inward & outward of stock in ERP
- ❖ Assist to Warehouse In-charge and managing warehouse related activities in his absence.

Adharshila Power Corporation

Experience: 1 Year

Position: Executive supply chain.

Duration: Marh-2013 to March-2014

Job Profile:

- ❖ To look after the dispatch from Warehouse to required locations.
- ❖ To handle order processing, delivery challan, invoicing.
- ❖ Complete warehouse productivity reports for upper management.
- ❖ To co-ordination with sales / order processing team.
- ❖ Maintaining inward & outward of stock in ERP
- ❖ Assist to Warehouse In-charge and managing warehouse related activities in his absence.

B.Tech. Electrical & Electronics Project and Summer Training Details:

- **Project Title:** Solar Tracking System”

A **solar tracker** is a device that orients various payloads toward the sun. Payloads can be photovoltaic panels, LDR & Discreet Motor.

- **Summer Training-NTPC Faridabad**
Duration-June-10 to August-10

Personal Details:

Fathers Name: Mr. Sahab Singh

Mothers Name: Mrs. Sushila Devi

Date of Birth: 23 November 1987.

Gender: Male

Marital Status: Married.

Nationality: Indian

Languages known: English, Hindi

Strengths: Learning, Confidence, Communication, Positive Attitude

I hereby declare that the above written particulars are true to the best of my Knowledge and belief.

Place: - Delhi

Signature:

Date: 27/07/2023.

VIKAS KUMAR

9873763784