

CURRICULUM VITAE

RAM SHAKAL RAI

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Marketing & Sales, Purchase, Logistics, warehouse, Supply chain Management & Transportation Logistics Inventory Management

An accomplished professional with **13 YEAR 10 MONTH** of experience in Inventory Management, marketing & sales, material planning, warehouse management & Transportation, logistics planning & purchase

Career Recital

◆1- .STORE INCHARGE CUM PURCHASE EXECUTIVE IN TEAM COMPUTERS PVT LTD FROM 17 NOV 2011 TO Till Date

11 YEAR 4 MONTH "*Experience* as store in charge (TEAM COMPUTERS PVT LTD) IT INDUSTRIES in Services /sales/Software....

◆Responsibilities of the Job: -

- ☆Reviewed and approved purchase orders before ordering goods.
- ☆Processed purchasing requests.
- ☆Ensured that all purchase operations were performed in accordance with company policies and procedures.
- ☆Followed-up on delivery schedules, payment delays, and invoice queries.
- ☆Managed delivery schedules and status of goods.
- ☆Maintained records of purchases and sales.
- ☆Coordinated with suppliers to ensure that goods are delivered on-time.
- ☆Negotiated price and terms with suppliers.
- ☆ Inspected goods for any defects and missing parts.
- ☆Recommended improvements to purchasing procedures for operational efficiency.
- ☆Organize shipments with branch offices and customers.
- ☆Transportation arranging shipments. Shipment tracking and updating the Internal System on timely basis.

☆ Warehouse management skills resulting in accurate Inventory level.

☆ Making GRN (Good receipt note) of Inter in Warehouse or store

☆ Making Stock audit with outside auditor report in warehouse by quarterly

☆ Take the inventory physical on weekly

☆ Collect the DOA shipment from the distributor as received CN

☆ managing the supply chain and all import & export logistics and Warehouse Management-

► **Processing orders-**

◆ Stock transfer and documentation PAN India.

◆ Stock Distribution Planning (Non movable stock)

► **Inventory Control-**

☆ Monitoring goods received, and goods issued.

☆ Systematically managing inventory.

► **Material Inward-**

☆ GRN maintain in ERP of received material and GRN verification of all received material from local and external vendors.

☆ Invoice uploading and posting in ERP.

► **Internal Product Flow-**

☆ Manage material issue to employee.

☆ Issue, Return, Purchase material handling.

► **Transportation / Freight Management-**

☆ Vehicle management on daily basis requirement.

☆ Manage courier services for air and surface Shipment.

☆ Transporter, freight bills process and payment.

☆ Negotiation the rate with transporter and meeting with vendors

☆ Dispatch and manual freight entry in ERP.

☆ Handling of documentation during freight processed

► **Shortage/Damage Claims: -**

☆Recover all transit Shortage/Damage Claims from Vendor through Credit note.

◆2- .SALES EXECUTIVE IN HDFC BANK LTD FROM Nov 2009 TO 31 Oct 2011

02 YEAR "Experience as SALES EXECUTIVE with HDFC BANK LTD in CASA Services /sales.

◆Responsibilities of the Job: -

- ☆Worked as sales officer
- ☆Opening new current and Saving Accounts.
- ☆Cross sales process through services support to existing customers
- ☆ Generates references / Leads through Direct Marketing to growth business
- ☆ Responsible for Individual Targets completion.

◆PROFESSIONALSKILLS

- ▶ highly experienced in managing purchase orders
- ▶ Good knowledge of inventory control process
- ▶ Good knowledge in ERP /NAV Dynamic systems/ Dynamic 365 Business center
- ▶ Ability to manage and maintain good relationships with vendors
- ▶ Ability to determine type and quantity of merchandise needed
- ▶ Generate online E-way bill national.
- ▶ Good knowledge in Excel work

◆Educational Credentials:

- ▶ BA from DELHI UNIVERSITY

◆PERSONAL DETAILS

☆ Father's Name:	Sh.Garib Rai
☆Date of Birth	11thApril 1990
☆Marital Status	Married
☆Nationality	Indian
☆Language Known	English, Hindi

Date:

Place: New Delhi