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**Manoj Kumar Verma**

**Career Objectives:-**

To pursue a career, this requires motivated and dedicated person, where individual performance and achievements will be recognized, and thereby allowing opportunities for growth within the organization.

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* A dynamic professional with 12 years of extensive experience in Service Industry.
* Highly motivated Order Planner (SCM) experienced in SAP MM and Navision platforms background includes work with Demand Planning & Supply Planning, Inventory Management, Forecasting and Determining Supply Chain Performance Metrics, Warehousing & Shipping Clearance, Freight forwarding, Transportation management, and MIS systems.
* Coordination with all departments within the organization to meet demand on time.
* Seeks a position in management offering challenging growth opportunities in a fast-paced professional environment.
* Worked with Supplier, vendors for smooth deliveries.

**Work Experience:-Saksham Impex Pvt Ltd as a Procurement Manager (Since, March 2019 to Till Date)**

• Monthly demand planning and forecasting for current month, next month and month after next at SKU level for Overall Business.

• Prepare weekly, monthly, quarterly and annual procurement plan and progress report as required.

* Making planning & projection for all types of Syrup, Purees, Sauces, Jam, Pasta, Olive Oil, Oats, Biscuits & Cookies ,Vinegar , Tomatoes Rice orders of all locations

• Planning for the total material requirement on the basis of closing stock statement & the average material consumed during previous months.

• Reporting daily, weekly & monthly MIS Report like Procurement plan vs actuals, analysis on daily stocks, stock outs, demand vs supply, In-Transit, Sales order Vs GRN & Shipment Status report.

• Track record of order placed, and follows up for the material up to reach to the site in time

• Taking quotation, Negotiating and Making comparative statements as per quotations received

• Close coordination with production department and supply chain for smooth production and dispatches

• Responsible/ Resolves delivery problems and complaints, vendor disputes

• Coordinating with accounts department regarding release of party payment and reconciliations of accounts with parties.

**Haldiram Product Pvt Ltd as a Supply Chain Planner (Asst. Manager) (June 2016 to Feb 2019)**

* Monthly demand planning and forecasting for current month, next month and month after next at SKU level for Overall Business.
* Making MIS demand Vs Supply on daily/weekly/monthly basis & gap analysis between demand vs. supply
* Making advance festival planning & projection for all Sweets/CNC/Trading/Mathi’s/Bakery Intermediates orders of all locations
* Prepare & execute all Kind of reports like demand vs supply, In-Transit, sales Order Vs GRN & Shipment status report
* Weekly & Monthly supply planning based upon short supplies shortage analysis
* Planning & monitoring warehouse operations of receipt, stock transfer, storage, return of unsold Stock, Inventory Control and monitoring
* Interacting with different plant team members to finalizes material procurement & delivery schedule and responsible for carrying out detailed material movement plan warehousing & end point customer deliveries.
* To check and control all the progress of Inbound/Outbound/Stores Activity In term of stock or sales and any adjustments by Ramco/Navision
* Monitor outlets return & rejection booking declare % on the basis of sale
* Following the FIFO techniques to keep reduce inventory carrying cost to minimal by defining Min & Max level of inventory

**JMD Supply Chain Solution Pvt Ltd as an Asst. Manager Logistics (February 2015 to May 2016):-**

* Monitor complete stock movement Inbound/outbound of Custom Bonded warehouse
* Freight Forwarding (Air & Sea), Vendor Management and Buyer’s Consolidations
* Responsible for logistic operations of pre-shipment and post shipment and managing customs / port activities
* Handling all type of Cargo like LCLs FCLs and Air Cargo
* Custom Clearance at port of origin & port of discharge
* Follow-up with operations team and co-ordination at airport & seaport
* Knowledge of the custom Excise procedures and formalities for Import & Export Activities
* Manage Distribution & Transportation of all cargos as per schedule
* MIS Report-Party wise planned VS Actual dispatch schedule
* Preparing & scrutiny all types of freight and clearance bills and handover to vendor on timely
* Reporting day-to-day activities without fail/delay on daily basis.

**Marks and Spencer Reliance Pvt Ltd as a Sr. Supply Chain Executive (June-2008 to 27th Jan 2015)**

* Monitor complete stock movement Inbound/outbound of Custom Bonded warehouse.
* Coordinating with shipping agents, freight forwarders & vendor for timely clearances of shipments and supplies
* Planning and monitoring warehouse operations of receipt, Stock Transfer, storage, Return of unsold stock, Inventory control and Monitoring.
* Forecasting Product demand by reconciling sheet given by category as per Store/sites
* Prepare stock movement, stock inventory, stock return, stock aging report on monthly basis.
* Scrutiny of freight and clearance bill and handover to finance.
* Making Inter store transfer/warehouse to stores/stores to warehouse
* Making goods in transit report/store transfer in/out between warehouse and store.
* To ensure there is no variance in physical and book stock in the DC and Store.
* To ensure return stocks are either exchanges or returned to the vendor/supplier.
* To maintain documents of Invoice, PO, GRN, Bills Verification for Commercial Record In MM Module/SAP
* Insurance & Transporter claim for shortage & damage consignment.

**Marks and Spencer Reliance Pvt Ltd as a Sr. MIS-Executive in Buying & Merchandising-08th June 2008 to May 2010**

* Maintain MIS for Buying & Merchandising team and operations
* Prepare and execute Daily Sales Report for the organization.
* Analyze data and provide to management team for take new designs for the company.
* Knowledge of entire system of master data of article’s/UPC’s in SAP/Oracle.
* Processing Store Inventory (stock count process through SAP).
* Surprise visit at the time of stock take for checking the process follow up.
* Investigate and analyze the store stock shrinkage report and produce to management team.
* Provide various report to Store team as per there requirement.
* Prepare reconciliation report on a weekly basis of all receive invoices by cost wise.­­­­­­­­­­­­­­­­­­­­­­­­

**MIS Executive-Bharti Airtel Ltd-(from07th April 2007-May-2008)**

* Making MIS of stock details of Locations service partner.
* Prepare all type of MIS Report /Billing reports
* Prepare Costing/Analyzing Sheets of all Bills.
* Prepare & Check all type of service partner bills of all locations.
* Booking of Material Detail of all location Service partner.
* Rectify error during corrections of bills and provide support to the billing co-coordinator

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Worked as a MIS-Executive in **Container Corporation of India Pvt Ltd** from July 2006 to April 2007

**Computer proficiency:-**

* Operating Systems: Microsoft Windows.
* Package:-Ms Office 2000&2003/2007,Tally5.4/6.3, SAP (ECC 6.0), LS Retail, BI Report/Ramco/Navision
* MS Office: Word, Excel, Access, PowerPoint and FrontPage.
* Languages: Visual Basic, C++, Fox Pro.

**Professional Qualifications:**

* PGDSCM**(Post Graduate Diploma in Supply Chain)** from Symbiosis Institute of Pune in 2013
* MBA In **HR** from Symbiosis Institute of Pune in 2010
* PGDCA**(Post Graduate Diploma in Computer Application)** from M.C.R.P University of Bhopal in 2005
* One year Diploma in computer from Real Computer Institute Allahabad (U.P) in 2002

**Academic qualifications:-**

* Master’s in Commerce from University of Bikaner(Rajasthan) in 2005
* Bachelor’s in Commerce from University of Allahabad(U.P) in 2003
* Senior Secondary from K.V Bamrauli Allahabad(U.P) in 2000
* Secondary from K.V Bamrauli Allahabad (U.P) in 1998

**Awards Achievements:**

* Awarded Employee of the year at Marks & Spencer Reliance India Pvt Ltd in the year 2010
* Appreciated email from almost all the TOP Management /Seniors in Marks & Spencer Reliance India Pvt Ltd I worked with

**Personal Information: -**

**Father’s Name :** Shri. Krishna Prasad

**D.O.B :** 07/07/1982

**Marital Status** : Married

**Nationality :** Indian

**Language Knowledge :** Hindi, English

**Address** : H-No-5 A Block Gali No-1, Nikhil Vihar Part-3 Ismailpur, Faridabad (HR)

**Email** : [manoj.ver07@gmail.com](mailto:manoj.ver07@gmail.com)

**Personal Strength** : Leadership skills, Self-confidence, Optimism and Hard working

**Mobile** : 9599203691

**Declaration: -**

I state that the above statement and facts are true and complete to the best of my knowledge and belief. Hope I will get an opportunity to prove myself. Thanking you in anticipation.

Date-20/11/2020

Place- Delhi (**Manoj Kr Verma)**