

Deepak Agrawal

M.Com. (Accounts & Law Group), MBA, LL.B.,

Date of Birth : 30th December 1973

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Seeking senior level assignments in Stores Management, Warehouse Management, Inventory Management, Supply Chain Management, Packaging, Invoicing, Logistics with a growth-oriented organization of repute.

Objective:- To Justify Organization's Faith By Delivering High & Consistent Performance And Enhance Professional & Personal Growth With A Good Blend Of Values & Knowledge.

Profile Summary

- A dedicated professional with more than 26 years of qualitative experience in Stores Management, Warehouse Management, Inventory Management, Supply Chain Management, Packaging, Invoicing, Logistics and Accounting).
- An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business.

Areas of Strengths

- Problem Solving, Improvements & value addition, Follow-up, Coordination, Negotiation, Conflict resolution and mediation, Team-working, Innovation, Go getter, decision-making, Customer Satisfaction.
- Tracking and efficiently maintaining inventory levels in the stores of all the items required in the plant as per the production plan and finished goods in the warehouse as per requirement of sales / sales plan.
- Streamlining the system and procedures for effective inventory control to ensure ready availability of materials to meet the production targets.
- Coordination with purchase, PPC, Manufacturing, Assembly line, packaging & sales departments to maintain inventory levels. Linkage with Internal and external customers, Vendors & agencies, HR, housekeeping, security.
- Planning physical layout of warehouse, stores for storage of materials, spare parts, consumables & Finished Goods and ensuring smooth accounting, issue of material to production & project sites.
- Maintain staff by recruiting, selecting, orienting, and training.
- Managing store operations and ensuring optimum inventory levels to achieve maximum cost savings without hampering the production process.
- Overseeing relocation of business premises / Warehouses & analyzing expenses, trends, wastage factors.
- Conducting all types of audits like safety audits, stock audits, cross functional audits, Customer audits.
- Overseeing quality of incoming as well as outgoing material, monitoring adherence to quality standards as per SOPs.
- Mapping business requirements, understanding business processes, studying and analyzing workflow to design solutions and preparing functional specifications.
- Implementing Inventory management systems in the organizations (KANBAN & Smart Bin, Two Bin) and ensuring compliance with the process requirements.
- Liaison with Tax & local authorities and adherence to compliance.
- Knowledge of Accounting, Finance, Costing, Budgeting, Taxation, Auditing, Legal, Statutory & Tax Compliances.
- Internal Control, Process Improvement, Recommendation/Suggestions.
- Ensure that inventory wastes & obsolete stock shall be minimum, use/disposal of the same and pilferage control.
- Management Reporting & Records maintenance/Documentation.

Work Experience & Career Highlights

GM (Stores & Accounts)

1st July 2017 - 21st January 2022

Leena Electro Mechanical Pvt. Ltd., Belapur, Navi Mumbai (a Railways infrastructure construction company)

- Administering the entire operations of Stores and Accounts in the organization.
- Planning site-wise physical layout of stores for storage of materials, spare parts, consumables.

- Storage of the materials in the stores under control of Railways and stores under supervision/control of our staff as per the consent and mutual understanding with the Railways.
- Preparation of challans and handing over the materials to stores of the Railways and acknowledgement of the same.
- Issuance of the materials from the stores of the Railways for Erection as per requirement.
- Maintenance of stock records contract/job/project-wise, Store-wise and consolidated records of all stores.
- Issuance of the material to various sites/contracts/jobs/projects for Erection/construction of Overhead Equipment (OHE) and Traction Substation (TSS).
- Use of Tally ERP-9, creating database/structure in Tally like creation of units of materials, Groups of materials, item codes. Entries of receipt, issuance & transfer materials.
- Ensure stock accuracy by timely entries of the receipt, issue, transfer, perpetual & absolute stock taking.
- Reconciliation contract-wise stock/materials particularly in end/completion of contracts i.e. total purchase, billing, erection and balance.
- Preparations of challans & E-way bills for materials shifting/movement.
- Maintain staff by recruiting, selecting, orienting, and training.
- Leading all activities of Accounting, Financing, Banking, Strategy, Business plans, Costing, Internal controls, Processes, Procedures, Audits- Statutory & Internal, MIS, Taxation, Compliances in the organization.
- Management Reporting & Records maintenance/Documentation.

Work as Freelancer and Pursued LL.B.

20th May-14 -30th June-17

- Worked part-time in a Legal & Accounting Consultancy Firm M/s. S. G. Associates: Accounting work, Tax & Legal compliances and Filing IT returns of various clients i.e. Partnerships, proprietorships, individuals.
- Part-time accounting work, data entries in Tally, document filing and ensuring compliance with all statutory Taxes like Income Tax, VAT, Service Tax, Sales Tax for Partnerships firms like M/s. Shriji Krupa Land Developer, Vashi, Navi Mumbai and M/s. Rohit Developers Vashi, Navi Mumbai, etc.
- Drafting of various types of documents like Agreements, Sales Deeds, Conveyance Deeds, Partnership Deeds, letters.
- LL.B. from Mumbai University from 2014 to 2017.

DGM (Stores, Packing and Dispatch)

11th August 2012 - 17th May 2014

Atlas Cycles Ltd., Sonipat (Haryana) (A reputed brand in Bicycles Manufacturing)

- Administering the entire stores, packaging, warehousing, dispatch & logistics operations in the organization.
- Ensure timely indent as per PPC plan and order in hand.
- Follow up with the procurement department for timely delivery of materials and provide required feedback.
- Ensure proper quantity verification of all the materials supplied by various suppliers as per documents and storage.
- Ensure proper inventory level as per carrying cost, space availability, lead time, ordering cost, consignment viability and production & sales plan.
- Close coordination & follow up with sales, purchase, planning and production departments for timely execution of dispatch plan.
- Ensure proper feeding of components and other consumables as per FIFO in production departments (Fabrication, Paint Shop, finishing and assembly line) as per production plan and bill of material.
- Implemented quota and warrant system to control inventory.
- Decisions regarding services like packaging of model-wise small parts of the Cycles - whether in-house or outsource.
- Piece rate calculation in case of piece rate job.
- Sales planning and execution to maintain inventory levels, to meet the requirement of sales as per availability of men, machine and material. Also ensuring the men, machine and material availability as per requirement.
- Ensure timely packaging of components, bicycles into bags and boxes as per bill of material.
- Ensure availability of proper product mix as per dealers' monthly sale requirement or sales plan.
- Ensure dispatch of goods as per plan & requirement of sales / marketing department and follow up with production department for shortages.
- Ensure new item code creation in ERP Microsoft Navision.
- Ensure stock accuracy by timely entry & perpetual inventory. Management Reporting & Records maintenance
- Ensure that inventory wastes & obsolete stock shall be minimum and use/disposal of the same
- Ensure proper storage of material, housekeeping 5'S' (Sort, Set/arrange in order, Shine, Standardize & Sustain) and Proper utilization of available resources.

Manager (Stores, Warehouse, packaging & Logistics)

22nd October 2011 - 9th August 2012

PRF Pvt. Ltd. Rohtak (Haryana) (A Fasteners manufacturing company for OEMs)

- Administering the entire warehouse & logistics operations particularly material packaging, storage and dispatch in the organization.
- Maintain store staff by recruiting, selecting, orienting, and training.
- Ensure timely indent as per PPC plan and order in hand.
- Follow up with the procurement / purchase department for timely delivery of materials.
- Generated and prepared inventory reports (age wise, movement wise, value wise) perpetual inventory report and total inventory report.
- Ensure proper inventory level as per carrying cost, space availability, lead time, ordering cost, consignment viability and production plan.
- Ensure dispatch of goods as per plan & requirement of sales / marketing department and follow up with PPC and production department for shortages.
- Close coordination & follow up with sales, purchase, planning and production departments for timely execution of planning.
- Core member of the team to ensure proper systems implementation as per requirement of organization and TS 16949.
- Ensure that inventory wastes & obsolete stock shall be minimum.
- Using SQL ERP for Database Management.

Manager (Stores and Warehouse)

07th April 2006 - 20th October 2011

Hero EcoTech Ltd. (Hero Cycles Ltd.) Ludhiana, (Leader in Bicycles & Electric Vehicles (EV) manufacturing)

- Administering the entire stores & warehouse operations in the organization.
- Ensure timely indent as per Production plan and order in hand. Follow up with the procurement department for timely delivery of materials.
- Receiving of the materials/goods as per the purchase orders and suppliers invoices, preparation of SRNs, offering the same to the quality department for inspection, shifting & storage.
- Ensure proper feeding of components and other consumables in production departments (Fabrication, Paint Shop, finishing and assembly line) as per requirement, production plan and bill of material.
- Ensure proper inventory level as per carrying cost, space availability, lead time, ordering cost, consignment viability and production plan.
- Execution of Production plan to maintain inventory levels.
- To meet the requirement of sales as per availability of men, machine and material. Also ensure the men, machine and material availability as per requirement.
- Close follow up with sales, purchase, planning and production departments for timely execution of planning.
- Statement & status of the availability of model-wise Complete & incomplete kits / sets of parts to assemble Battery operated Electric Vehicles (EV) and list of the parts required to complete the incomplete kits / sets.
- Ensure dispatch of goods as per plan & requirement of sales / marketing department and follow up with production department for shortages.
- Ensure that inventory wastes & obsolete stock shall be minimum and use/disposition of the same.
- Coordination with insurance surveyors to arrange insurance surveys of damaged material during the transit and procedure to insurance claim.
- Core member of ERP-SAP implementation team particularly WM & MM module in the Company.
- Management Reporting & Records maintenance/Documentation.

Team Leader (Warehouse, Logistics & Excise)

10th October 1995 - 6th April 2006

Lakshmi Precision Screws Ltd. (LPS) (Reputed Fasteners Manufacturer) and LPS Bossard Ltd., Rohtak (Haryana) (a multi-national company deals in Fasteners with availability of more than 70,000 types of Fasteners).

Administering the entire stores/warehouse operations and work related to Excise in the organization.

- Planning physical layout of warehouse, stores for storage of materials, spare parts, consumables & Finished Goods and ensuring smooth accounting, issue of material to production & project sites. Actively involved in implementing a concept of one item one location for more than 5000 items.
- Receiving of the Materials/goods as per the purchase orders and suppliers invoices.
- Offering the Materials/goods to the quality department for inspection. Packaging/repackaging, storage.
- Conversion of the value of imported goods/materials into INR as per Exchange rate with Freight and Clearing costs.
- Entry into ERP / generation of GRN, entry of supplier bills as well as service providers bills in the ERP package.

- Implementation of Barcode system in the warehouse.
- Cleaning of the goods, Packaging of goods, printing and pasting Labels with Barcode as per the requirement.
- Storage of the goods Category-wise and Size-wise as per the predefined locations.
- Maintaining the Inventory Level. Generating inventory reports (age wise, movement wise, value wise) perpetual inventory report and total inventory report. Ensure stock accuracy.
- Ensured proper inventory level at customers' end by the logistics system called Smart Bin, Two Bin and Kanban.
- Negotiating with the transporters (Courier service, by road, by road surface line etc.) part load , full truck load etc.
- Printing of picking lists, materials picking as per picking lists, offering to the quality department for PDI, final packaging of goods and preparation of packing lists, preparation of sales invoices and dispatches.
- Core member of the team involved in the migration of ERP package : iSCALA (Swiss origin)
- Distinction of introducing & implementing the concept of barcoding in warehouse management.
- Key role in the implementation of 5-S in the warehouse.
- Entrusted with the additional responsibility of managing the excise operations. Monitoring excise operations - Entry of incoming goods in RG23D register, Modvat invoice making and Excise return filing.

Working in the LPS (10th October 1995 to 24th November 1998) as Officer (Internal Audit, Costing & MIS).

- Training in manufacturing plants to get deeper technical knowledge of the machines and process of fasteners manufacturing by cold forging, hot forging and machining.
- Internal audit of the stores like Raw Material store, finished goods stores, general stores, tool & die store.
- Internal Audit of Accounts, Purchase, Sales and HR department.
- Data collection for Costing and calculation of Machine-hour-rate.
- Data collection for MIS and preparations of the various reports required by the management.
- Monitoring the movement of components/materials issues to do various operations / job work to the Ancillary units of the company and receipt back in the company.

On the Job-Trainings

- Training in manufacturing plants to get deeper technical knowledge of process & products like manufacturing of fasteners, manufacturing of bicycles and Battery operated Electric Vehicles (EV),
- Training of ERP package iScala, Warehouse management system and Barcode systems.
- Training of ISO 9001 : 2000 awareness, preparation & implementation of Standard Operating Procedures (SOPs).
- Training of 5S (Sort, Set/arrange in order, Shine, Standardize & Sustain) and Kaizen (continuous improvement).
- BossTrain-B01-B07 to get deeper technical knowledge of products and their features.
- Complete training to implement ERP package SAP particularly WM & MM module in newly incorporated companies Hero Ecotech Ltd. & Hero Vehicles Pvt. Ltd
- Time management.
- Logistics systems like Smart Bin, Two bin and Kanban implementation as per customer requirement.

Academic Details

Year	Qualification	Board/University
1995	M.com (Accounts & Law Group)	Agra University
1993	B.com	Agra University

Professional Qualification

Year	Qualification	Board/University
2017	LL. B.	Mumbai University
2014	MBA	M. D. University, Rohtak

IT Skills

- Microsoft Office (Word, Excel & PowerPoint)
- Well versed with ERPs SAP, iSCALA, SQL ERP, Tally ERP9 and Microsoft Navision.

Declaration

I hereby declare that the above-mentioned information holds true to the best of my knowledge.

(Deepak Agrawal)

Date:

Place: Navi Mumbai