

# Rajesh

589, Udhyog Nagar Peera Garhi

New Delhi - 110087

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+91 8512045484

**Personal Summary**—A multi-skilled, hardworking and efficient warehouse assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**Career Experience- Mievic Lifestyle Pvt. Ltd. ([Ginesys ERP Software](#))**

**Designation-(Sr. Executive) Delhi**

**Duration – November 2019 to Present Till Date**

## **Job Description**

- Performed Inventory management tasks like goods receipt, goods issue, transfer posting, stock transfers and physical inventory check.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Supervising the work of junior staff.
- To ensure effective, safe, accurate and timely stock management to include space allocation, stock transfer and dealing with non-confirming product.
- Organizing and ensuring accurate and periodic cycle counts and stock takes.
- Inventory Management/Warehouse Management, Put away, Configuring and customizing Goods Receipts, Goods Issues, Transfer Postings, Stock Transfer Orders, Movements Types, Returns, Physical Inventory.
- Experience of Excel and other specialist stock tracking software.
- Day to prepare report-put away, next day planning, category wise summary report, GRC vs. PUT AWAY reports.

**Career Experience- Fashion Bull India Retail Pvt. Ltd. ([Ginesys ERP Software](#))**

**Designation-(Sr. Executive) Delhi**

**Duration – August 10<sup>th</sup> 2018 to November 2019**

## **Job Description**

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- Day to prepare report-put away, next day planning, category wise summary report, GRC vs. PUT AWAY reports.

**Career Experience- Citi Mega Mart Pvt. Ltd. ([Ginesys ERP Software](#))**

**Designation-(Sr. Executive) Delhi**

**Duration – October 2017 to August 2018**

**Job Description**

- Performed Inventory management tasks like goods receipt, goods issue, transfer posting, stock transfers and physical inventory check.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Supervising the work of junior staff.
- To ensure effective, safe, accurate and timely stock management to include space allocation, stock transfer and dealing with non-confirming product.
- Organizing and ensuring accurate and periodic cycle counts and stock takes.
- Inventory Management/Warehouse Management, Put away, Configuring and customizing Goods Receipts, Goods Issues, Transfer Postings, Stock Transfer Orders, Movements Types, Returns, Physical Inventory.
- Experience of Excel and other specialist stock tracking software.
- Day to prepare report-put away, next day planning, category wise summary report, GRC vs. PUT AWAY reports.

**Career Experience- Mega Shop Retail LLP. ([Ginesys ERP Software](#))**

**Designation-(Executive Supply Chain) Delhi**

**Duration – May 2016 to August 2017**

**Job Description-**

- Planning the arrangement of goods within the warehouse.
- Assisting with merchandise returns.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains accurate inventory records through the use of a computerized inventory system
- Preparing and completing warehouse orders for delivery or pickup according to schedule
- Double checking certain orders before they are sent out.
- Regularly analyzing process flow and space requirement.
- Ensuring that delivery procedures are followed accurately.
- Taking physical inventories of stock and reconciling variances.
- Overseeing all picking, packing and distribution activity.
- Performed Inventory management tasks like goods receipt, goods issue, transfer posting, stock transfers and physical inventory check.
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc.)

**Qualification & Personal Information-**

**Academic Qualification**

Degree/ Certificate	Specialization	School / College/ Board/ University	Year of Passing
B.A	Pursuing	Delhi University	2018
Intermediate	Arts	CBSE Board	2012
10 <sup>th</sup>	Arts	CBSE Board	2010

**IT Skills / Computer Proficiency**

- MS Office, Power Point, excel
- Genesis (ERP) Software

## Basic Information

- Father Name : Laxman
- DOB : 1<sup>st</sup> April 1994
- Interests : Sports, keeping self updated with industry.
- Languages : Hindi and English
- Address : : New Delhi

Date

( Rajesh )