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Career Objective to - Aiming to achieve a challenging position in the field where I can make significant contribution to the organization using my knowledge and logical ability that I have been bestowed. Possessing good analytic skills and problem-solving capability with an ability to learn and imbibe new knowledge with ease and looking forward for a challenging. Challenging and growth-oriented position and is a part of the team that dynamically looks towards the growth of an organization.

COMPETENCIES

- Expertise in working in fast paced, high tech environments requiring skills in Scheduling, management and team building.
- Motivating staff through clear communication and outstanding organizational skills.
- Achievement oriented with excellent communication, Technical and Project Management & interpersonal skills.
- Details oriented, multitasking, strong learning and organizing skills matched with the ability to manage time and people effectively.

Education

- **PG Diploma in Supply Chain Management**
Prin. L. N. Welingkar institute of management development research
Matunga Mumbai.
- **Diploma in Logistics & SCM**
CII-Institute of Logistics, Chennai, Tamilnadu.
- **Certificate of SIDCO in Logistics and supply chain management**
Kerala Government
- **B.A. (Economics)**
Shobhit University
- **Senior Secondary School**
Vivekananda higher secondary School, Rajnandgaon, C.G. [state board]
- **Secondary School**
Vivekananda higher secondary School, Rajnandgaon, C.G. [state board]
- **Diploma in Computer Application**
NAC-MIT College, Rajnandgaon.

Technical Skills

- **Operating System:** ERP, Microsoft windows (MS Word, MS Excel)
- **Design Tools:** Barcode, Power point, MIS Work.
- **Operations:** Logistics Management, Supply chain management, Distribution Logistics, Warehouse Management, Inventory Management.

Strengths

- Learn new programming languages and concepts rapidly.
- Technology oriented, aware of technological developments.
- Work well as a team member, cool tempered and supportive.
- Ability to garner knowledge from whatever comes in the way.

A competent professional with over 9-year experience in

- Quality Assurance & control
- Operations & Maintenance
- Reporting & Documentation
- Team Management.

WORK EXPERIENCE

1. Company: **Robobull Technologies Pvt Ltd New Delhi.**

Duration: From June 2015 to continue...

Responsibility: **Assist. Manager Operation**

- Supervise and schedule warehouse and delivery staff to ensure safe and efficient operation of all warehouse functions
- Manage the entire warehouse operations from shipment receipts to order management, picking, and Inventory management to order fulfilled.
- To ensure the orders received are dispatched accurately and within specified timelines.
- Preparing NDR (Non-Delivery Report) & RTO (Return to Origin) Report.
- Oversee warehouse operations to exceed expectations for productivity, daily workflow, product availability and accuracy
- Manage stock Receiving, put away, Picking, Packing & Dispatch operations
- Develop key performance indicators to measure the effectiveness of the warehouse operations
- Keeping stock control systems up to date and making sure inventories are accurate at all times
- Conduct quality check and ensure all items meet with the quality criteria.
- Processing purchase orders fulfilled and dispatching.
- Monitoring in-transit as well as outside main storage location inventory
- Defining non-moving, slow-medium-fast moving item. Space utilization analysis. Scrap management.
- Provides oversight and conducts physical inventories and cycle counts.
- Collaborates with and supports warehouses with variance investigation.
- Planning & controlling Inventory from Raw material stage to the Finish Goods.
- Achieve operational efficiency by proper resource allocation and maintenance and up-gradation of resources from time to time
- Ensure optimum capacity utilization of warehouse by designing best fit layouts of warehouse, goods/material placement, inventory movement and maintenance of the warehouse, Preparation of MIS Reports.
- People Development through regular feedback, coaching & mentoring, identifying and facilitating training needs
- Ensure safe, clean and healthy working environment in compliance to statutory requirements and company policies
- Handling Mask Production, Product Packaging, stock of RM, SEMI, FG of mask fabric and handling dispatch.
- Managed reports and documentation control.
- Negotiate price, terms, conditions and lead time reduction with suppliers.
- Maintained and updated purchasing records.
- Prepared cost comparison of material pricing.
- Evaluated and implemented Vendor Development Program.
- Coordinated projects to drive materials cost reduction.
- Preparation of MIS Reports
- Develop and implement proactive solutions and cost-cutting measures
- Understand the entire arc of the business and how productivity impacts profitability
- Analyse invoices to ensure correct products/services were received at the expected cost
- Keep up to date on new vendors and possible cost-cutting partnerships
- Assess all incoming products, resources, and services to ensure the best price.

2.Company: HT media Gurgaon.
Duration: From March. 2014 to May 2015.
Responsibility Store Executive

- Maintains inventory and stock records.
- Receives and inspects all incoming materials and reconciles with purchase orders.
- Receives and stores documents and confidential files.
- Maintains record of approved document and confidential file destruction.
- Ships cancelled and damaged items back to vendors as appropriate.
- Maintains the warehouse, records area and stores area in a neat and orderly manner.
- Maintain accurate manual and computer records, requisitions, purchase orders, invoices, packing slips, bills of lading, freight tags, computerized warehouse record keeping systems.
- Maintain Database, Data Entry & Documentation.

3.Company: Amplifon India Gurgaon.
Duration: From Oct.2012 to Feb. 2014.
Responsibility Store & Dispatch Executive

- Handling Customer service organizes the storage and distribution of goods, Handling Customer service, Distribution Logistics, Data Entry & Documentation. Maintain database.

4.Company: Exatech India Pvt. Ltd. Chennai
Duration: From Feb. 2011 to Sep. 2012.
Responsibility: Store Executive

- Distribution Logistics, Prepare Goods Receipts Note for receiving & dispatch.
- Prepare daily dispatch report.
- Prepare & Maintain Rejection Implants stock report.
- Maintain the various records. Submission of daily, monthly records.
- Co-ordination with local transporters for arranging transfer of material.
- Co-ordination with QA/QC, Planning & Marketing Department for monitoring Order status.

Personal Vitae:

Name : PANKAJ K KUMAR
Date of Birth : 31-Oct-1986
Nationality : Indian
Gender : Male
Marital Status : Married
Hobbies : Singing,
Languages Known : English, Hindi, Marathi.
Address : House No. 638 Sector-31 Faridabad.

PANKAJ K KUMAR