MAHENDRA SINGH

Mobile No : 96432 46382, 9650 807842

Bhajanpura (Shahdra), Delhi-110035

E-Mail ID : [**mahendra.f.singh74@gmail.com**](mailto:mahendra.f.singh74@gmail.com)

Passport Valid upto : 28.11.2023

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**Seeking assignments in Supply Chain & Logistics Management with a growth oriented organization preferably in the Fast Moving Consumer Goods Sector.**

**Also wants to do the job in abroad like Gulf, Singapore, UK and Canada…..**

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**Professional Synopsis**

**Total of 16 years work experience, and more than 10 yrs in SCM – Logistics\_ Warehouse Operation (Modules > Sales & Distribution ) ►– Looking Warehouse / Inventory / Dispatch & Transport Management.**

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**PERSONAL DETAILS:**

* Date of Birth - 17th February 1975
* Fathers Name - Sh. Prithvi Singh
* Marital status - Married
* Religious - Hindu Rajput
* Belonging from - State -Uttrakhand

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**Academic** **Credentials**:

* In 1996 – Graduation from HNB Garhwal University Srinagar Uttrakhand.
* In 1993 – 12th pass from Secondary Education Board, Allahabad (UP).
* In 1991 – 10th pass from Secondary Education Board, Allahabad (UP).
* 6th Month Diploma in Computer Application from NIIT Centre Dehradun.

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**Software Skills:**

* + JD Edwards IBM -AS 400 / ERP / SAP / ISP-Glide
  + Working in on MS Office, Windows, MS Outlook and Lotus Notes.

Place : Delhi

Date ……/……/…2017. **(MAHENDRA SINGH)**

**Current Employer - Krishan PrakashEnterprises,**

**CFA of** M/s **GlaxoSmithKline Consumer Healthcare Ltd.**

**(Location : Delhi)**

**Tenure - From May 2005 to till date (10Yrs + 10 months)**

**Designation - Warehouse Assistant**

**Job Function - Supply Chain / Logistics**

**Industry - FMCG Sector**

**Key Responsibility:**

**Logistics/Warehouse/Inventory Order & Vendors Management**

* Managing logistics function, Ensure fleet of vehicles & transporters ensuring on time receipt the material at Distributor points.
* Monitoring daily indent of full load ability in vehicles and encouraging LCV/ HCV’s with special emphasis to lower transit time of the vehicles.
* Arrange the vehicle for daily dispatch plan and monitoring the Truck Turnaround Time.
* Execution of transporter bills, designed the various formats to monitor various parameters of the function like track the movement of stock as well as in transit stock, also POS material.
* Arrange the freight quotation from various transporter competitive rates and arrange the approval from HO.
* Day to day operating with specific activities like sales order execution and tracking of all channel order status., And sure before invoicing check the unit price of transit stock for all trade.
* Monitoring stock rotation like transit, Inter depot transfer, and according prepare the pick list for all trades and branch transfer. Also manual records maintain of Transit Trail Stock.
* Check availability of goods against order and keep tracking of dispatch planner.
* Handling of receipts, issues and dispatches tracking according SOP format.
* According SOP maintain proper way of relative insurance claim and return stock from distributors points and keep prior approval from CSL Manager.
* Process all claim as per annexure wise in warehouse SOP format.
* Deliver of stock on Right Place, Right Time & Right quantity. Tracking stacking as per SOP and update BIN cards regular basis in each SKU’s…
* Segregation of stock levels of different scenario like Damage, Saleable, non-saleable under quarantine, slow moving inventory.
* Reconciliation of PO v/s net requirement for Modern Trader, CPC & CSD.
* Coordination with Demand & Supply Team for additional stock as per dispatch planner and track packing station level.
* Monitoring of depot stock ageing report and coordination with sales team for slow moving stock for dispatch to distributor’s points.

**Previous Employer - SAB INFOCH**

**(A Division of SAB Industries Limited)**

**(Location: Ludhiana Punjab)**

**Tenure - From Nov 1999 to April 2005.**

**(Total – 5 year & 6 moths)**

**Designation - Sr. Executive**

**Job Function - Admin**

**Industry - Telecom/ISP**

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**Key Responsibility:**

* **Overall handling branch level operation in ISP Industry :**

1. Handling Admin, Bank and Cash Work at branch level.
2. Store and Stock activity maintaining in branch level.
3. Generate Invoice and dispatch bills for payment collection.
4. Monitoring daily bank & cash transaction as well as updated reconcile branch expenses.
5. Handling branch level credit sales and follow up payment schedule from individuals, franchises, corporate and government sector.
6. Purchasing store material from local market after getting approval from HOD.
7. Prepare and reporting of daily branch expenses, bank & cash balance and stores.
8. Coordination with Sales & technician team for payment collection from vendors.

1. Requisition of materials from H.O, prepare documents for local purchasing of material, handling store stock tracking with sales/technical teams.
2. Recovery of pending outstanding –Cable Net, Dialup Lease Line.
3. **MIS Reports**–

* Daily basis prepare of Invoice/Collection details / pending outstanding/ Cash & bank balance / stock summary.
* Indent local purchase. Weekly & Monthly – branch expenses / requisition of branch Imprest Account / stock / materials / Invoice details, New / Renewal, Outstanding, Service Tax details, Approval of Credit Notes, Staff Salary / Attendance report / bank & cash statements etc.
* Liaoning with government sector– BSNL, ESI, Sales & Excise, Income Tax Departments.

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**Dated : …………………………. (Signature)**