

LOGISTICS | WAREHOUSE OPERATIONS | SUPPLY CHAIN MANAGEMENT



Extremely Reliable and Qualified Logistics Professional with solid experience in warehouse operations to include shipping and receiving; order picking / packing; staging and stocking in large warehouse setup. Adept at working in high pressure environments with strict deadlines and multiple deliverables. Good Interpersonal skills and leadership qualities, organizational, and problem resolution skills. Thrive in both independent and collaborative work environments

- Excellent knowledge of Shipping, Receiving, Packaging, Pallet Wrapping, and Pallet Jack. Proficient in operating automatic pallet, pallet jack, forklift, clamp truck, RF scan gun and stand up forklift
- Leveraged strong analytical skills to evaluate logistics operation performance, identify areas for improvement, and implement streamlined procedures to improve productivity, efficiency and quality standards

WORK EXPERIENCE

BIG BASKET

Innovative Retail Concepts Pvt Ltd, A Tata Enterprise

INVENTORY ASSOCIATE | COCHIN, KERALA | JUL 2021 - DEC 2021

- Make sure that inventory is received and issued appropriately and efficiently and safely processed in the warehouse in accordance with all established business process compliance SOPs
- Preparing Outward & Inward Receipt entry, Goods Receipt Notes (GRN), Issue Shipping Orders, Pick Sheets Commercial Invoice, Certificate of Origin and Delivery advice on daily basis.
- Daily basis MIS & logistics data analysis to control & improve on TAT & reduce Returns
- Manages inventory tracking system to record deliveries, shipments and stock levels to improve inventory control procedures.
- Operating carts, hand trucks, dollies, and other moving equipment to move large quantities of merchandise
- Sort our customer orders ensuring a high level of quality and productivity
- Moves packages from pallets to assigned scan location, inspects packaging for defects and damages, follows company safety guidelines, and Keeps the warehouse clean and organized.
- In addition to creating reports on current inventory levels while performing the regular counts, write special reports that alert management about the stock outages and overages
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Pull and prepare orders for shipment, delivering the proper paperwork, packaging, and quantity for each order to the required destination in shipping and receiving.
- Inspect and maintain warehouse equipment including pallet jacks, floor lifts, and basic tools. Report any malfunctions, insufficiencies, or necessary repairs through the relevant channels.

KEY COMPETENCIES

Warehouse Operations
Supply Chain Logistics
Inventory Management
Certificate of Origin
Shipping & Receiving
Goods Receipt Notes (GRN)
Logistics Management
People Management
SAP MM & WM

SCHOLASTIC

PG Diploma in **Logistics and Supply Chain Management** from SCM Hub International Business School, Cochin, Kerala affiliated to UPES University in June 2021

Bachelor of Commerce from St. Thomas College, Thrissur, Kerala affiliated to Calicut University in March 2020

SAP Materials Management & Warehouse Management & MS Office, June 2021