



**PRADIP KUMAR GHOSH**  
**POSITION: Storekeeper & Logistics Operation Supervisor.**



**Kolkata, India**



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**15+ Years' Experience**



## **SKILLS & STRENGTHS**

- Proven working experience as a Logistics Manager
- Record of successful distribution and logistics management
- Demonstrable ability to lead and manage staff
- Proficient in standard logistics software
- Excellent analytical, problem solving and organisational skills
- Ability to work independently and handle multiple projects
- Program the final inventory of materials prior to shipment
- Provide a list of all equipment moved from the consolidation areas into sponsor shipping channels to project coordinators
- Manage and maintain inventory to operating levels to avoid supply
- Manage the repair of equipment
- Responsible for supervising and accounting for an inventory
- Carry out annual property inventory and provide other report in his area of responsibility

I would like to express my sincere interest in the Storekeeper & Logistics Operation Supervisor position you have available. As a skilled and successful Storekeeper & logistics specialist with comprehensive experience coordinating procurement, materials, equipment, and operations, I possess a range of knowledge and experience that will allow me to contribute toward the success of your company.

My experience includes successfully developing and implementing strategic processes; overseeing logistical coordination, project management, and report generation; and leading inventory control and purchasing activities to maximize productivity, efficiency, and overall performance.



## **CORE COMPETENCIES**

- Supply chain management
- Quality control/assurance
- Regulatory compliance
- Supplier/vendor communications
- Finance/budget accountability
- Inventory control
- Detailed reporting



## **EDUCATION**

- **Jamshedpur University ,India2004**  
**Bachelor of Science application**
- **B.C.H.S.E,India2009**  
**Higher Secondary**



## **MAJOR ROLES IN VARIOUS ORGANIZATIONS**

### **AL AMJAAD TRADING & CONTRACTING COMPANY, KSA** **Storekeeper (Logistics) (Dec 2017 to Dec 2019)**

- Assist Cost Control in the monthly stock-taking
- Notify manager/supervisor of low stock levels in a timely manner
- Make periodical checks between records and actual stock and investigate any discrepancies and report to the Cost Controller immediately
- Check the price variance, if there is any difference, discuss with the Cost Control and Purchasing Manager
- Re – ordering of all storeroom items in time
- Maintaining necessary records with accuracy of information and should follow always FIFO method of issuing
- Review inventories for obsolete and slow-moving items and bring any such items to the attention of the Cost Controller for action

### **Four Star International Ltd, India**

#### **Storekeeper Supervisor (Logistics) (Oct 2014 to Nov 2017)**

- Supervisor – Manager, Materials Management or Materials Manager
- Provide materials counter assistance
- Peers and co-workers – Storekeepers, Buyers, Sourcing Managers and Analysts
- Provide training and support in “hard goods” inventory management methods and SAP transactions
- Main point of contact for Giovanna market item management including Data works/ Birch street
- Organization: Effective management of projects, deadlines, and work load prioritizing; putting things together in an orderly and functional whole
- Assists the Purchasing Manager with the monthly inventory & preparation of non-moving and slow moving item list



## COMPUTER SKILLS

- Excellent In M.S Office
- Excellent Skills to manage Windows/DOS
- Good Typing Speed
- Tally ,Quickbook



## Personal Information

- Nationality  
Indian
- Visa Status  
No Visa
- Gender  
Male
- Marital Status  
Married
- Languages Known  
English, Hindi, Bengali,  
Assamese, Oriya & Arabic.
- Date of Birth 24<sup>th</sup>July,  
1986



## List of achievements

- Re-organized something to make it work better
- Identified a problem and solved it
- Come up with a new idea that improved things
- Developed or implemented new procedures or systems
- Worked on special projects
- Increased revenue or sales for the company
- Saved money for the company
- Contributed to good customer service

## Vishnu Cotton Mills Ltd, India

### Storekeeper (Logistics) (July 2010 to Sep 2014)

- To search out the material according to stock no. and cleaning
- To keep the material on the racks, pallets and almirah as per location wise.
- Review impact of logistics changes, such as routing, shipping modes, Product volumes or carriers and report results to others.
- Inspection by the department head, data entry of requisition
- Personal verification of articles, placing of orders, prepare stock position notes, inspection of delivered material by the supplier and the maintenance of different requisites of indent and receipt materials, and data entry error correction in the central store computer room etc
- To manage staff under my control and attend the daily meetings
- The function of store is to store the access components to protect bin from damage and dust
- To maintain the material stock position according to the requirement of production
- To supply the components at proper place and proper time.
- To receive the components and keep it current and correct stock position according to validity
- To keep the material supply and use the proper and paper to protect from damage of the threat
- Negotiate rates and contracts with transportation and logistics providers

## Express Freight System (I) Pvt. Ltd, India

### Branch Manager ((Logistics) (Sep 2008 to Jun 2010)

- Ensure carrier compliance with company policies or procedures for product transit or delivery.
- Resolve problems concerning transportation, logistics systems, imports or Exports or customer issues.
- Review impact of logistics changes, such as routing, shipping modes, Product volumes or carriers and report results to others.
- Assess and make recommendations for logistics processes in potential.
- New facilities or plants and advice of cost implications and efficiency.
- Review impact of logistics changes, such as routing, shipping modes, Product volumes or carriers and report results to others
- Assess and make recommendations for logistics processes in potential.
- Select carriers/suppliers and monitor service against performance criteria
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Supervise, coach and train warehouse workforce

## Paras Travels, India

### Back Office (Air Freight Logistics) (Jan 2005 to July 2008)

- Ensure on line Bill of entries are processed on time
- Ensure import arrival notices are dispatched to clients well in advance.
- Coordinate with transporter to ensure that the cargo is delivered
- Prepare and follow up on all documents.
- Follow up with the customers
- Inform customer of shipment status
- Ensure complete documents (as per requirements) are handed over to customs clearance.
- Coordinate with Transport Department/Vendors for delivery of shipments/proof of delivery.
- New facilities or plants and advice of cost implications and efficiency.