



Anurag Tripathi

Date of birth: 20/12/1992 | **Nationality:** Indian | **Sex:** Male | **Phone:** (+91) 8299167097 (Mobile) | E

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Whatsapp Messenger: +918299167097 | **Visa Status:** Visit visa |

Address: United Arab Emirates (Deira city center, UAE.
)

● ABOUT MYSELF

To handle every task with responsibility and enhance organizational growth with team spirit, hard work and focused approach on final result & together knowledge and experience in an esteemed organization by using my theoretical and practical knowledge in an empirical way this be an asset to the organization.

● WORK EXPERIENCE

02/05/2022 – 31/08/2024 Indore, MP., India

WAREHOUSE MANAGER LIFE CARE LOGISTICS PVT. LTD.

Main activities and responsibilities under my controlled:-

- (1.) Maintain minimum level of inventory by planning daily work load for export & domestic orders.
- (2.) Inventory management, Daily pick -Pack dispatch operation.
- (3.) Dealing with all transport & logistics companies.
- (4.) Dispatch as per the route plan.
- (5.) Receive the orders from the customers, co-ordinate with the customers, forwarders, internal Logistics & plant.
- (6.) Managing transportation by coordination with different transporters as per sizes of material and agreement for transportation of material.
- (7.) Execute the orders in timely manner to hit the On time delivery.
- (8.) Documentation & record keeping maintain compliance on part of statutory needs in Dispatch department.
- (9.) Control & mentor the manpower working in dispatch department.
- (10.) Maintain 5S into the dispatch department along with flow of material.
- (11.) Maintain proper entries of shipping and receiving of goods in Ms excel.
- (12.) FSRs (Free Sample Requests) dispatches (invoicing) as per FIFO by coordinating with Production & Stores Department.
- (13.) Analyzing and reporting Forecast vs Actual dispatch deviations to Factory Manager.
- (14.) Preparation of Dispatch Report in Coordination with Stores Department.
- (15.) Schedules shifts of the staff to ensure efficiency and tracks attendance.
- (16.) Ensure that all stock is stored in correct locations in the warehouse.
- (17.) Keep the warehouse and other areas tidy and clean.
- (18.) Maintain activities of WMS and RST.
- (19.) Maintain activities of inward and outward with proper registers.
- (20.) Maintain proper scanning of inward and outward material.
- (21.) Maintain material according to date of manufacturing.
- (22.) Maintain proper fire safety Precautions.
- (23.) Knowledge of SAP SD and MM, MS Excel (V looks and Pivot table), SAP TM models like freight order mgmt in S5.

Address 37-38 Lasodia Mori, Near Gati Petrol Pump, AB Road, Indore (MP). , Indore, MP., India | **Email** info@lifecarelogistic.com |

Website <https://www.lifecarelogistic.com/>

01/04/2019 – 30/04/2022 Bangalore, India

SENIOR ASSOCIATE (UBER FREIGHT, USA PROJECT). WIPRO(MNC).

Main activities and responsibilities under my controlled:-

- (1.) Project work with Uber Freight of managing in Bill of Landing, Lumper receipt, TONU, Purchase order, Carrier, Proof of Delivery, Line Haul, Detention.
- (2.) Providing analysis for accounts payables for clients in freight transport and analyzing loads cost.
- (3.) Document financial transactions by entering account information.
- (4.) Substantiates financial transactions by auditing documents.

- (5.) Email/live chatting with senior account members regarding account related issues.
- (6.) Live voice communication with senior account members regarding account related issues.
- (7.)Reporting, live tracking, load acceptance, team handling being Point of contact, etc.

02/01/2017 – 09/12/2018 Kanpur, India

STOCK MANAGER SHALIMAR INDUSTRIAL CORPORATION (LEATHER INDUSTRY).

Main activities and responsibilities under my control:-

- (1.) Check works in warehouses, manufacturing units, or retail stores.
- (2.) They maintain product inventories through computer systems.
- (3.) Responsible for receiving and sending shipments. This position requires a degree in business.
- (4.) Design and implement an inventory tracking system to optimize inventory control procedures.
- (5.) Examine the levels of supplies and raw material to determine shortages.
- (6.) Document daily deliveries and shipments to update inventory.
- (7.) Ensure the safe use of equipment and schedule regular maintenance (Godown incharge).
- (8.) Check production output according to specifications (Godown incharge).
- (9.) Train new employees on how to safely use machinery and follow procedure (Godown incharge).
- (10.) Prepare detailed reports on inventory operations, stock levels, and adjustments.
- (11.) Perform daily analysis to predict potential inventory problems.
- (12.) Analyze different suppliers to obtain the best cost-effective deals.
- (13.) Recruit and train new employees.

01/01/2016 – 31/12/2016 Jaipur, India

DGS TRANSLOGISTICS INDIA PVT, LTD. (JAIPUR). SAP EXECUTIVE

Main activities and responsibilities under my control:-

- (1.) Received the orders from the customers, co-ordinate with the customers, forwarders, internal logistics and plant.
- (2.) Managing transportation by coordination with different transporters as per sizes of materials and agreement for transportation of materials.
- (3.) Execute the orders in timely manner to hit on the delivery.
- (4.) Maintain proper entries of shipping and receiving of goods in Ms excel, from junior employee.
- (5.) FSRs (Free samples requests) dispatches (invoicing) as per FIFO by coordinating with productions and stores department.
- (6.) Analyzing and reporting forecast vs actual dispatch deviation to factory manager.
- (7.) Preparation of dispatch report in coordination with stores department.
- (8.) Order dispatch as per the route plan.
- (9.) MIS preparation on daily /weekly/monthly basis.
- (10.) Supplier's bills tracking, reconciliation and payment follow-up.
- (11.) Deal with emails and customers queries related to order tracking, shipping details and order status.
- (12.) Ensuring E-way bill, invoice, longsheel, COPD, OPD, WMS, RST, maintain excel sheet years wise materials.
- (13.) Maintain entries of LR (Lorry receipt), dealer wise location.
- (14.) Maintain scanning report of materials done by checkers.
- (15.) To ensure the reply of coming mails.

● EDUCATION AND TRAINING

02/02/2013 – 30/12/2016 Kanpur, India

LLB (BACHELOR OF LAWS). Chhatrapati Shahu Ji Maharaj University, Kanpur

Address F7W8+QJ9, Kalyanpur, Kanpur, Uttar Pradesh 208012, 208012, Kanpur, India | **Website** <http://csjmu.ac.in>

01/01/2010 – 12/12/2013 India, India

B.B.A (BACHELOR OF BUSINESS ADMINISTRATION). Chhatrapati Shahu Ji Maharaj University, Kanpur

Address F7W8+QJ9, Kalyanpur, Kanpur, Uttar Pradesh, 208012, India, India | **Website** <http://csjmu.ac.in>

15/08/2019

THE FUNDAMENTAL OF DIGITAL MARKETING Google Digital Garage

2017 – 2018 India

***COURSE ON COMPUTER CONCEPTS (CCC)** National Institute of Electronics and Information Technology (NIELIT)

Address Plot No. 3, PSP Pocket sector-8 Dwarka, New Delhi, 110077, India | **Website** www.nielit.gov.in

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● LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

● DIGITAL SKILLS

Course on Computer Concepts | Google Digital Garage: Digital Marketing | Microsoft Office | Microsoft Powerpoint | Microsoft Excel | Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop) | YOUTUBE | Good command of SAP | Certified, Basics of Digital Marketing by Google learning | Social media management (Facebook, Twitter, LinkedIn, YouTube, Instagram) | Publishing and managing content on various digital platforms (blog, website, LinkedIn page)