



VIJAY MAHADEO KAMBLE

Palghar, Maharashtra, India | +91 8652417672

vijaykamble.m@gmail.com

Positions Held:

- ✓ **Retail Operation Manager**
- ✓ **Warehouse Manager**
- ✓ **Sr. Purchase Officer**
- ✓ **Supply Chain – Commercial Executive**
- ✓ **Sr. Business Coordination Officer**

Types of Industries.

- ✓ **Manufacturing.: Tea / Spices / Cosmetics / Garments/ Stationery**
- ✓ **Retail (GT & MT) : FMCG / Home Appliances / Consumer Electronics / Building Materials**
- ✓ **Catering & Facility Management**

Education:

First Year Bachelor of Commerce from university of mumbai, India.

Certificate from Dubai:

Value Added Tax (VAT) of United Arab Emirates.

Certificate from India:

Computer Fundamental from India.

Driving Licence:

India

Oman (valid for GCC)

Birth Date: 21st January 1972.

Gender: Male

Marital Status: Married.

Nationality: Indian.

Profile Summary

With over 22 years of extensive experience in diverse industries, I have developed a robust skill set across food manufacturing, retail operations, and supply chain management. My career journey reflects a blend of leadership, strategic planning, and hands-on execution, making me adept at driving operational excellence and achieving business goals.

Core Competencies

- ✓ Team Management.
- ✓ Strategic Production, Distribution & Logistics Planning.
- ✓ Retail & Warehouse Operations Management.
- ✓ Inventory Management
- ✓ Procurement and Sourcing
- ✓ Sales & Marketing Administration.
- ✓ Bad Debt Recovery.
- ✓ Online Dispatch Supervising -Amazon, Snap-deal, Flipkart,

Software Competencies

- ✓ ERP Systems Expertise -SAP, Oracle, Busy, Tally.
- ✓ Ms Excel, Word, Powerpoint.

MIS Reports

- ✓ Forecast generation based on historical demand
- ✓ Forecast vs. actual analysis
- ✓ Brand-wise pack mix reports and product costing

Accounts

- ✓ VAT(UAE-OMAN) working and filing
- ✓ Purchase/Sales register, bank/cash book, debit/credit notes
- ✓ Employee attendance sheet preparation for salary calculation

Retail Operation Management

- ✓ **Supervising Daily Operation:** Monitoring sales activities, setting sales targets, and developing strategies to achieve targets.
- ✓ **Financial Oversight:** Managing budgets, preparing financial reports, and ensuring that the retail outlets meet financial goals.
- ✓ **Promotions, Marketing & Performance Analysis**
- ✓ **Customer Service:** Ensuring excellent customer service is provided, handling customer complaints, and improve customer satisfaction.
- ✓ **Store Maintenance:** Ensuring that the store environment is clean, organized, and complies with health and safety regulations.
- ✓ **Inventory Control:** Managing inventory levels, ordering new stock, and ensuring that products are properly displayed and promoted.
- ✓ **Vendor Relations:** Setting up and keeping good relationships with suppliers and vendors, negotiating contracts, and managing deliveries.

General Admin & HR

- ✓ Supervising admin, accounts staff, workers, contract labourers, and 3PL
- ✓ Staff discipline and motivation.
- ✓ New staff recruitment.
- ✓ Fixed assets and machinery

Warehouse/Inventory Management

- ✓ Managing the Efficient stock receipt, indent, picking, allocations, authorisations, and dispatching.
- ✓ Order placement to avoid material scarcity.
- ✓ FIFO stock movement.
- ✓ Correct and safe product stocking.
- ✓ Maximising warehouse space usage.
- ✓ Ensuring material condition free from waste, damage, and contamination.
- ✓ Alphabetic inventory organisation.
- ✓ Coordination with transporters for goods distribution.
- ✓ Reducing delivery lead time.
- ✓ Developing and implementing SOPs for the warehouse.
- ✓ Supervising warehouse expenses and petty cash.
- ✓ Supervising warehouse scrap stock.
- ✓ Warehouse housekeeping supervision.

Procurement & Sourcing

- ✓ **Sourcing, Selecting Suppliers & Negotiation:** Identifying potential suppliers, evaluating their offerings, and selecting suppliers based on quality, cost, reliability, and delivery timelines.
- ✓ **Compliance and Documentation:** Ensuring all procurement activities follow company policies and legal requirements. Keeping proper documentation of purchases, contracts, and payment records.
- ✓ **Cost Control:** Implementing strategies to reduce costs while keeping quality and ensuring prompt delivery.

Sales & Marketing Management

- ✓ Coordination between management and sales & marketing division.
- ✓ Coordination with Distributors. Present their demands & problems to management.
- ✓ Administrative support to sales team.
- ✓ Debtors control.
- ✓ Working Incentive schemes to Sales Departments, Distributors and Retailers.
- ✓ New product launching and development planning.
- ✓ Advertisement planning.
- ✓ Consumer gift planning for products on season & festival.