

## **PROFESSIONAL PROFILE**

### **DHARMENDRA SINGH**

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**Career Objective:** A highly organized and detail-oriented professional with **14** years of experience in stock control seeking a **Warehouse Stock Receiver** role to leverage my expertise in inventory management, loss prevention, and process optimization to enhance supply chain efficiency. Strong background in Stock Management, Logistics & Factory Manager.

#### **Store In-charge, Continuity Printers Pvt. Ltd., Bhiwandi, Maharashtra (08<sup>th</sup> June 2024 to till date)**

- Manage the entire Inventory of Raw Materials, Semi finished, Finished goods & all other consumables.
- preparing every month stock statement.
- Sharing stock statements at regular intervals to all concerned departments.
- Ensure all inventory are preserved properly & locations are defined.
- Discuss with management about the dead stock at regular intervals & with approval dispose.
- Managing the inventory of printing materials like paper, ink, plates, and other consumables, ensuring their proper storage, timely replenishment, and accurate tracking to maintain smooth production operations while adhering to quality standards and cost control measures.
- Implementing FIFO (First in first out) system for inventory rotation.
- Maintaining a clean and organized storage area to ensure easy access to materials.
- Creating purchase orders for printing materials based on production needs and inventory levels.
- Inspecting incoming deliveries for quality and conformity to specifications.
- Tracking and analysing inventory costs to identify areas for optimization.
- Generating regular inventory reports detailing stock levels and usage patterns.
- Supervising team of warehouse personnel responsible for inventory tasks.

#### **Factory Manager, Tessile Clothing Pvt. Ltd., Gurugram, Haryana (26<sup>th</sup> Dec 2022 to 31<sup>st</sup> May 2024)**

- Developing and implementing innovative strategies to streamline factory operations.
- Screening, recruiting and training new factory staff and workers.
- Collaborating with quality control managers to establish and execute quality control processes.
- Analysing production data to identify and resolve any production issues.
- Preparing production reports and submitting them to key decision-makers.
- Regularly inspecting finished products to determine whether they meet established quality standards.

#### **Store In-charge, Uniroyal Industries Ltd., Panchkula, Haryana (11<sup>th</sup> June 2018 to 17<sup>th</sup> December 2022)**

- Controlling Inventory through ERP and Accounting Voucher Control through Tally Prime.
- Maintaining records of goods ordered and received.
- Locating materials, equipment or supplies, and interviewing them in order to determine product availability.
- Prepare and process requisitions and purchase orders for supplies and equipment while reviewing PO claims and contracts in conformance to company policy.
- Analyse market and delivery systems in order to assess present and future material availability.
- Participate in the development of specifications for equipment, products or substitute materials.

**Inbound & Outbound Logistics In-charge at Blue Dart Express Limited, Kishangarh, Rajasthan (23<sup>rd</sup> Sep 2014 – 31<sup>st</sup> May 2018)**

- Managing incoming and outgoing operations at Regional Office with the help of C2PC software.
- Maintaining and data updating for incoming materials.
- Sorting materials as per routes and cross-checking boxes with delivery location stickers.
- Dispatching goods to required locations with DRS sheets and arranging pick up of requested material simultaneously. Preparing reports for better execution of daily duties.
- Handling disputes of deliveries at warehouse as well as customer level.

**Field & Computer Operator, Pan Pacific Express Courier, Gurugram, Haryana (1<sup>st</sup> July 2013 – 31<sup>st</sup> Aug. 2014)**

- Maintaining daily delivery & pick up packet's details for different regions.
- Preparing daily scan of packets and timely DRS data update in computer.
- Preparing quotation and developing new clients to increase the turnover.

**Store Officer, Indusila Ltd. Mysuru, Karnataka (01<sup>st</sup> May 2012 – 10<sup>th</sup> June 2013)**

- Maintaining daily input & output of Chemical as well as dyestuff Consumption.
- Preparing G.R.N. & P.O. for input chemicals & dyestuff when required by the department.
- Taking monthly stock & reporting details to department head.
- Handling manpower by my abilities and communication skills.
- Maintaining chemical & dyestuff as per MSDS [Material Safety Data Sheet].

**Technical Skills:** Computer Application: - MS-Word, MS-Excel, MS-PowerPoint, MS-Access, Tally ERP 9, Tally Prime Gold, ERP (Inventory Control), Advance Excel

**Academic Qualifications:**

- MBA from Lovely Professional University Jalandhar Punjab in 2020.
- B.A. from MDS University Ajmer, Rajasthan in 2012.

**Professional Qualifications:**

- Diploma in Office Management Computer Course from Megatech Computer Education Centre Nanjangud, Mysore, Karnataka in 2012.
- Tally G.O. (Tally ERP 9) Vashisht Computer Institute, Panchkula, Haryana in 2018.
- ERP (Inventory Control) from M/s Uniroyal Industries Limited, Panchkula, Haryana in 2019.

**Personal Details:**

Fathers Name : Mr. Laxman Singh Shekhawat  
Address : Brahmano Ka Bas, Nimbola, PO Taparwara, Dist Nagaur, Rajasthan  
Date of Birth : 11-Jul-1990  
Nationality : Indian  
Gender : Male  
Marital Status : Married  
Language : Hindi, English, Kannada, Marathi, Punjabi  
Hobbies : Listening Music, Swimming, Travelling, Football, Cricket

I hereby declare that all the information provided above is true to the best of my knowledge & belief.

**(Dharmendra Singh)**