

RITUJA PRASAD MOKAL

INVENTORY AND WAREHOUSE MANAGEMENT PROFESSIONAL



PERSONAL DETAILS

■ India +971 56 9607379
✉ Email ritujamokal@gmail.com
Address Dubai, UAE
Nationality Indian
Gender Female
Marital Status Single
Driving License Valid UAE Driving License

SKILLS

Data Analysis

Supplier Management

Inventory Control

Manpower Handling

Trainings & Seminars

Food & Safety Quality

Warehouse Operations

E commerce execution

Auditing

Ability to multi task

LANGUAGES KNOWN

- English
- Hindi
- Marathi

PROFILE

Experienced and Reliable warehouse manager bringing forth several years of industry experience and proven track record of effectively managing warehouse operations and Investigation and rectification of QC of the goods, Storage/categorization of grocery. Adept in overseeing packaging and shipping processes, while ensuring that products reach their assigned destination in a timely manner. Also have experience as a quality control officer, project officer, and category manager. Committed to working collaboratively with other team members to ensure the smooth running the company.

WORK EXPERIENCE

- Inventory Supervisor** 02.2017-06.2024
www.noon.com, Dubai UAE
Customer Fulfillment Center
 - Inventory management in the warehouse.
 - Managing Promo & Deal offers on website.
 - Training and evaluation of the team.
 - Investigation and rectification of QC of the goods.
 - Managing expiration, damages, disposals and returns to vendors.
 - Supporting customer complaints/outbound department for processing orders.
 - Manpower Handling, Managing staff targets.
 - Storage/categorization of grocery as per temperature.
 - Photo studio operations.
 - Preparing reference and procedural manual.
- Quality Control Officer** 05.2014 – 02.2016
Indian International School, Dubai, UAE
 - Managing processes of sections within the school by conducting regular audits, monitoring the progress and corrective methods.
 - Monitoring functions of several departments of the school.
 - Responsible for internal quality assurance in order to cater DSIB law of KHDA.
 - Performance evaluation of areas and follow-ups.
 - Gap analysis.
 - NC submissions and remedial measures.
 - Conducting in-house audit.
 - Preparing daily observation reports.
- Projects Officer** 01.2012 – 04.2014
Vanashakti NGO, Mumbai, India
 - Responsible for building awareness about the forests and ecosystems through communication, community building, conservation of terrestrial/wetlands forests, environment education in rural/urban areas and urban environmental issues. Region of work was the Western Ghats and Wetlands in Maharashtra.
 - Initiating environment awareness programs in schools.

ACADEMIC CREDENTIALS

Basic Graphic Designing **2019**
DMTI SoftPro, Mumbai

Diploma in Journalism **2007**
KC College, Mumbai

Bachelor of Commerce **2003**
Mithibai College, Mumbai University

SOFTWARE PROFICIENCY

- Microsoft Office
- Windows XP/Internet
- Vinculum e-retail marketing system
- Odoo inventory system

FELICITATION

- **Felicitated by noon as best employee of the quarter in 2018 and 2020**

VOLUNTEERING

- Member of Amazing Volunteers, a Dubai based organization that works for social welfare in UAE
- Got the opportunity to volunteer with National Ecology & Environment Foundation (NEEF) in a pilot study in 'Assessment of sustainability of bio-fuel production in India' as a field researcher in May 2010 Hyderabad, India
- Handled local handicraft exhibitions

- Assisting in Public Interest litigations (PIL's) and related legal documentations in regards to court requirement as evidences
- Applying RTI's to Governmental bodies for raking evidences for PIL's
- Conducting terrestrial and coastal afforestation programs for corporates, colleges and schools
- Graphical and designing work, managing website content
- Preparing educational materials for awareness programs and meetings
- Preparing field program budgets and annual report.

• **Category Manager**

02.2011 – 05.2012

Village Stores Pvt. Ltd. Mumbai

- Collaborating with the team for procuring quality handicrafts across India by considering the art authenticity and making them available for sale on the website. Managed the products' content, images, pricing, logistics and uploading them on the website.
- Managing the control panels other e-commerce portals.
- Product photography, customer relations post deliveries.
- Marketing with portals like Ebay, Indiaplaza, Future Bazaar, Snapdeal, Crafts, Craftsvilla, Makemygiftz
- Writing blogs on various art and crafts for the website
- Preparation of product codes and price
- Inventory management, corporate exhibitions.

• **Associate Project Manager**

02.2006 – 05.2009

Young Concepts India Incorporated, Mumbai, India

- Dealt with pharmaceutical companies to promote their products giving brand recognition and product awareness by conducting promotional programs and events by executing the projects outsourced by companies across India.
- Managing the promotional event, market study post events
- Conducting health awareness sessions, hosting events and counseling students
- Arranging doctors' orientation programs before commencing the projects
- Tabulation of feedback to review targets
- Organized conferences in India for FOGSI and Johnson & Johnson
- Handled projects for Wyeth, Johnson & Johnsons, Organon, Raptakos Brett & Co., JK Ansell, Win-Medi Care, Procter & Gamble, Pedia Sure and Nestle

• **Environment Education Officer**

02.2003 – 05.2006

Vanashakti NGO, Mumbai, India

- Responsible for spreading environment awareness among students on the subjects relating to nature's behavior by organizing excursions and camps, heritage camps, training workshops, and various other programs across India

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

RITUJA PRASAD MOKAL