

RANJANA

VENUGOPAL

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SUMMARY

Asst. Warehouse Manager Cum Quality Assurance with +9 years of experience in warehouse operations and management. Skilled in logistics, inventory control and safety procedures. Capable of training staff and maintaining a good working environment.

EXPERIENCE

Asst. Warehouse Floor Manager

BHAGAVATHY TRADERS PVT LTD (CFA OF COLGATE PALMOLIVE)

08/2022 - 12/2022 COIMBATORE, TN, INDIA

C & F Agents and Super Stockists specializing in great Consumer Products, Consumer Durables & Pharmaceuticals.

- In charge of both inbound and outbound activities.
- Staff Supervision.
- Shift Assignment of Pickers and Loaders.
- Train the workers to fulfil their assigned roles.
- Control the inventory.
- Loaders & Pickers adjusting to daily activity
- Maintain Standard quality as per company norms.
- Implementing SOP for the staff.
- As scheduled, we provide onboarding and monthly training to raise our standards.
- Managing storage and upholding stock standards.
- Weekly FEFO tracking.
- Monitoring of the near-expiry stock and movement to a block site in accordance with SAP and Physical.
- Sales processing returns and offering CAPA for them.

QA Leader cum Asst. Warehouse Manager

SOLAIMALAI PROPERTIES PVT. LTD (CFA OF PROCTER & GAMBLE),

04/2017 - 05/2022 COIMBATORE, TN, INDIA

Procter and Gamble is the world leader in the industry and we are their proud partners helping them achieve their business goal

- In charge of all QA-related tasks within the company.
- As per the Drugs & Cosmetics Act, make sure 3PL are aware of the GMP regulations for storing drug products. accountable for carrying out quarterly risk assessments for facilities that fall under the purview of the FDA. Vicks Action 500 tablet signing authority is knowledgeable about drugs.
- Coordinating all QA staff situated throughout the state in accordance with schedules, inspections, and reports as necessary
- Good Manufacturing Practises to uphold the organization's high standards for quality.
- Preparing and evaluating Standard Operation Procedures (SOP), and implementing them for every employee.
- Based on qualification, new hires will receive on-boarding training and monthly training as scheduled in order to cut down on errors and boost customer satisfaction.
- The capacity to manage analytical method, process validation, and cleaning.
- Vehicle detention, truck status for unloading, and hygiene checklist update are reported daily.
- Evaluating the working environment's cleanliness and the clean room protocols for all staff
- In-transit reports will be tracked to prevent space utilisation and vehicle detention.
- Keeping the stocking standards in accordance with the permitted stacking height.
- IRA reconciliation (Inventory Record Accuracy) shall be performed on a daily basis in accordance with the schedule.
- If there was a discrepancy in the IRA, it was handled right away. Internal transfers are carried after upon approval.

SKILLS

Warehouse Operations

Logistics

Safety Procedures

Inventory Control

Physical Condition

Leadership

Data Processing

Management

EDUCATION

Higher Secondary

Sree Jothi Vidhyalaya

06/2005 - 04/2007 Salem, TN, India

Bachelor of Computer Application

Jairam Arts & Science College

06/2007 - 05/2010 Salem, TN, India

STRENGTHS



Delegation

Delegation of different tasks to the most appropriate people is the skill that I've mastered.



SMART Goals

Setting SMART goals is always the first step to reaching exceptional results in all aspects of life.



Communication

Good at communicating orders in a friendly and not intimidating way.

PERSONAL QUALITIES

Optimistic & Perseverance

Sincere with a high level of integrity

Team management

Analytical thinking

Customer communications

EXPERIENCE

- First Expiry First Out (FEFO) tracking by batch number/date of packing helps prevent the shipment of expired material to customers.
- Age Control Monitoring is required to control the Stop Ship dates for all finished items on a weekly basis. By doing this, shipment to clients or distributors after the Stop Ship date will be avoided.
- Handling customer complaints and returned goods, and providing corrective and preventive action for both.
- Assist with CAPA (Corrective and Preventive Action) Implementation and internal and external Quality System Audits.
- Getting ready Examining the checklists and timetables for internal audits.
- Carrying out inbound and outgoing quality assurance checks for Gillette, home care, and other industries.
- Damaged goods in transportation or warehouses should be sent to the appropriate location for scrapping after receiving approval.
- Separate the damaged stocks from the rework process, send the good stocks to the finished goods location, and this will help the company avoid losses.
- After reworking, the product code and batch, quantity check must meet the desired value before we can ship this to the customer.
- Decided whether to accept or reject quality based on the specified control parameters
- Inbound and outbound vehicle inspection to prevent damages and ensure that it reaches the destination
- Change Control Management should be used when performing any significant maintenance on equipment that can affect how well it performs.
- Creating summary reports and installation, operational, and performance qualification protocols.
- Assist the various divisions in implementing the Quality management system in an effective and efficient manner.
- Temperature loggers are calibrated once a year, and calibration data are kept.
- Examining the records to ensure that the working environment, employee safety, and health are being properly maintained.
- Keeping track of all Agreement & Renewal Process on Same. Maintenance of Job, Service, Truck Inspection, Training Records, Leadership, Mock Recall, etc.
- Monitoring employee attendance, security, the attendance of helpers, the in-and-out registration, and the manpower arrangements for loading and unloading.
- In the absence of a DLO, GRN and order processing and invoicing.
- Goal/Target Limit, Customer Complaint, etc. are all included in the Quality System Report Tracking & Improvement. KPIs (Key Performance Indicators) are used.
- Concerned parties will get monthly reports on the first week's quality assurance.
- TMS process (vehicle tracker & freight cost)

Hostess

ALOFT HOTEL(MARRIOTT INTERNATIONAL)

📅 06/2013 - 04/2015 📍 COIMBATORE, TN , INDIA

- Greet guests warmly and friendly.
- Determine food and accommodation needs.
- Guest seats and seat management.
- Observe the situation in the restaurant and determine the seating and the brilliance of the food.
- Respond to guest inquiries and requests in a timely, friendly and efficient manner.
- Perform open/close tasks as needed.
- Assist other team members and other departments as needed to maintain positive relationships.
- Report to the Food and Beverage Manager on the department's day-to-day operations.
- Provide guests with up-to-date information about hotel amenities and on-site activities.
- Attend all briefings and meetings as appropriate.

Admin cum Retail Showroom Manager

THE HIMALAYA DRUG COMPANY LIMITED

📅 09/2010 - 12/2012 📍 SALEM, TN , INDIA

- Receive and respond to all written phone/email/service complaints.
- Customer service is prompt and courteous.
- Record all customer feedback and pass it on to your manager.
- Inquiries were answered quickly and friendly.
- Manage petty cash and deposit sales amounts daily.
- Handles the organization's day-to-day administrative activities such as stationery, courier services (inbound and outbound), printing, scanning, and other communications operations.
- Procurement and inventory management.
- Coordination with internal staff, sales staff, human resources and accountants.
- Organize and preparation of conferences/meetings.
- First aid kit maintenance. Purchasing medicines for sale.

ACHIEVEMENTS



Achieved 'Integrated Quality Audit Got Satisfactory Rating' in the year 2018 South Zone.



Recognized 'Best Audit Coordinator Award' in FY 2019-2020.

PASSIONS



Dancing



Gardening

COMPUTER SKILLS

• MS Office & System, Application And Products In Data Processing (SAP)

• Photoshop

LANGUAGES

ENGLISH - R/S/W

TAMIL - R/S/W

MALAYALAM - S

HINDI - S

PERSONAL PROFILE:

DOB : 16/12/1989

Marital Status :Married

ADDRESS FOR COMMUNICATION:

Flat no. 1402 , Al madina building,
Near Al zubair plaza, Al rolla ,
Sharjah.