

PAWAN KUMAR SAINI

Accounting & Warehousing

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SUMMARY

I am a seasoned professional with over 8 years of experience in SAP (SD, MM) accounting and warehouse management. Currently, I am a Proprietor at YASH ZONE where I leverage my expertise in inventory management and operations. With a strong foundation in both warehousing and accounting from respected firms, I excel in leading teams and enhancing efficiency in high-volume environments.

EXPERIENCE

Warehousing & Accounting

Astrum Electronics India Pvt Ltd

09/2017 - 12/2019 Jaipur

A company specializing in electronic distribution.

- Overseen a group of 4 warehouse personnel.
- Planning, coordinating and monitoring receipt, order assembly, and dispatch of goods.
- Managed stock control and reconciled with data storage system.
- Prepared orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Examined ingoing and outgoing shipments and inspected products for defects and damages.

Accounting & Warehousing

Rashi Peripherals Pvt Ltd

06/2009 - 07/2017 Delhi

One of the leading distribution companies in India.

- Extremely reliable and safety conscious with solid experience in warehouse operations including loading and unloading trucks, shipping and receiving.
- Excelled at accurately labeling freight, monitoring inventory, calculating and verifying quantities.
- Maintained a clean and organized warehouse environment.
- Achieved exceptional customer satisfaction through timely and accurate processing of orders.
- Oversaw a group of 11 warehouse personnel.

EDUCATION

10+2

Ajmer Education Board

01/2002 - 01/2003 Rajasthan

10th

Rajasthan Ajmer Board

01/1999 - 01/2000 Rajasthan

STRENGTHS



Leadership Skills

Leadership and teamwork within warehouse management and operations.



Inventory Management Expertise

Effective inventory management and data entry abilities.

KEY ACHIEVEMENTS



Warehouse Management Excellence

Successfully managed warehouse operations exceeding expectations in efficiency and accuracy.

SKILLS

MS Access

ms excel

ms powerpoint

ms word

MS-DOS

powerpoint

SAP

Tally

TRAINING / COURSES

Computer Course

Computer Course covering MS-DOS, MS-OFFICE, Internet Browsing, and Email.

LANGUAGES

English

Advanced



Hindi

Native

