

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

<u>MS Access</u>	<u>ms excel</u>	
<u>ms powerpoint</u>	<u>ms word</u>	<u>MS-DOS</u>
powerpoint	SAP	Tally

TRAINING / COURSES

Computer Course

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

LANGUAGES

English	Advanced	●●●●●
Hindi	Native	●●●●●