SARITHA LOKESH

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EDUCATION

BACHELOR OF COMPUTER APPLICATION
St.Joseph's Arts & Science College / Bangalore, India / 2013

SKILLS

WAREHOUSE LOGISTICS

SHIPPING AND RECEIVING

OPERATION MANAGEMENT

COST REDUCTION

PROFICIENT IN WMS

ABOUT ME

With over 6 years of extensive experience in the Retail Industry, I have honed my skills in Inventory Management, Warehouse Management, Distribution, and Logistics & ECOM management systems. As a results-driven manager, I excel in developing and implementing efficient systems and procedures that prioritize profitability and align with the company's business objectives. My strong communication skills enable me to effectively lead and build high-performing teams. Additionally, I possess sound knowledge in identifying and capitalizing on productivity improvement opportunities.

WORK EXPERIENCE

BRANDS FOR LESS
Dubai
Dec 2021 - Jul 2023

Warehouse Assistant Manager

- Headed Warehouse with 1,00,000 Sq. ft. and 124,000 Bin locations of all departments like Inbound, Outbound, Transport, Inventory & safety requirements.

- Core Member for WMS implementation – BFL Group

- A Member of the Knowledge Excellence team on new developments in operations and systems on Warehousing.

- Optimize space utilization and minimize operation timing.

- Managed cost-effective Warehouse operations and brought down cost/ pc up to -20% with a stock accuracy of 99.7%

- Initiated & streamlined SOP for all key business processes towards logistics and supply chain operation.

- Increase your overall customer satisfaction levels.

- Handling about > 2 Million articles across 18 Departments in 100000 Sq. Ft in a Warehouse.

- Monitoring staff and shift execution, performance, absences, and people management issues.

- Overseeing distribution, stock, transportation & customer service entraining process optimization, and location planning.

- **Responsible for the below major parameters and responsible for providing solutions for backlogs.**

- Warehouse efficiency

- Inventory Management

- Safety Procedures

- Transport management

- on-time delivery

- Damages control

NOON.COM
Dubai
Jul 2020 - Nov 2021

Executive

- Managing a staff of 100+ which includes inbound, outbound, and inventory.

- Responsible for clearing NDD (next day delivery), SDD (same day delivery), VIP orders, and 3hd delivery and clearing within the time frame with 100% output.

- Closing customer raised tickets on Zendesk and investigating damaged item, missing item, qc rejection and requesting for relabel doc.

- Hourly basis load management across all functions and prioritizing the task.

- Inbound receiving planning as per scheduled load, updating gate-in quantity, posting in WMS and follow-up on hold, mismatch invoices.

- Completing TXW, TXO, RTV, Relabelling, Mislabelling, and studio picking within the given TAT and same communication with the Supply management team.

- Monitoring routine weekly inventory tasks like stock taking, Bin consolidation, total job line missing, and reporting the same.

- Daily briefing with previous day KPI and new process update, training freshers, and recall of all process guidelines (QC, RTV, TXW).

- Monitoring staff and shift execution, performance, absences, and people management issues.

- Administration and liaise with HR relating to issues like timesheets, leave overtime, policies, and Procedures.

RELIANCE
Bangalore, India
Jun 2017 - Jan 2020

Fulfilment Supervisor

• Involved in daily activities of WH-(receiving, quality checking inventory, and shipping) and taking care of the end-to-end process in the B2B process.
• Handling day-to-day operations in the inbound process, Inventory management, dispatching, and JIT. Minimizing WH breach, Escalation, and preparing MIS – (Daily, weekly, monthly).
• Ensuring systematic and safe storage of material and that there was no mixing up of any item during storage.
• Assessing the training needs of the various employees in coordination with the various department heads in the respective departments.
• Conducting projections of warehouse operations every month
• Maintaining entire finished goods product in the warehouse & dispatching

HP (HEWLETT PACKARD) ENTERPRISES
Bangalore, India
May 2016 - Jun 2017

Process Associate:

- Modifying existing as well as creation of new User Accounts.

- Password Reset and Unlocking User Accounts.

- Role administration (creation, modification, deletion, and transport).

- Working with profile generator (PFCG) in creating and modification of roles.

- Authorizations (as per the process defined in Procter and Gamble).

- Adding/Deleting roles from a user's account in large numbers.

- Created User Groups for Easy administration and maintenance.

- Using Transport Management System for Transporting Roles and T-code changes.

- Creating Change Requests whenever a new role/t-code or updating of an existing role/t-code takes place in a production environment.

- Performing various security housekeeping tasks such as checking if any user has access to SAP_ALL, checking if any users were not created by the correct process, process leavers, etc.

- Creation of Different types of users depending upon the requirement (Dialog, System, Communication, Service, and Reference).

HDFC BANK:
Bangalore, India
May 2015 - May 2016

Teller

- Generating financial status on the current period.

- Maintaining customer's depletion tracker daily (MIS on customer's data).

- Handling Petty Cash transactions at the branch.

- Creation and extracting of cross-selling MIS daily.

- Keeping track of leads generated MIS on a daily, weekly, and monthly basis.

- Maintaining and reporting on internal staff's E-Attendance

COURSE

HRD
Jul 2023

Logistics and Supply Chain Management