**Sonu Singh**

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Date of Birth: 14.01.1990

# SUMMARY

Assistant Manager with 2.5 years of experience in Operations. Experience in Warehouse operations, Supply Chain Management, Logistics, Workforce management, Inventory Planning, Audit Planning, Resource Planning, Vendor Management, Team handling, Enterprise Sales, Customer Escalations & Support, Global Procurement, SAP, VINCULAM, LMD and SPIX.

**QUALIFICATION: -**

**12TH Passed from Rajasthan Board, Ajmer in 2007.**

**10TH Passed from Rajasthan Board, Ajmer in 2005.**

# EMPLOYMENT

**1.5 Year (Sep. 2020 to March. 2022) work with Pantaloons (Aditya Birla Group). As a Supply Chain Manager.**

**1 Year (Sep. 2019 to Sep. 2020) work with Vishi Electronics India Pvt. Ltd. As a Hub Incharge.**

**1 Year (Sep. 2018 to Aug. 2019) work with Ehaat Limited. As a Logistics Executive.**

**2 Years (April. 2016 to Aug. 2018) work with Reliance Jio Infocomm Ltd. As a Store Manager.**

**1 year 8 months (July 2014 to March 2016) work with Reliance Retail Ltd. As a Store Manager.**

**2 Years (July 2012 to June 2014) work with Future Group as a Warehouse Executive.**

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**Company: Aditya Birla Fashion & Retail Ltd. (Aditya Birla Group)**

**Designation:- Supply Chain Manager**

**Operations:**

**Work Details:**

* Managing the Warehouse Team & Inward Team, Outward Team, Tagging Team etc.
* Managing and oversaw administrative functions to ensure all paperwork was processed efficiently and in a timely manner and met all compliance requirements.
* Warehouse Management Manage & coordinate the warehouse activity like properly product scanning so that we can minimize the inward mistakes.
* Inward Outward Management - Ensure Proper Inward & outward of stock.
* Managing & utilize the warehouse space in best manner so that we can prevent the space problem.
* Manage the inward & outward detail in excel on per day basis so that we can minimize the future queries.
* Follow the proper inward & outward process so that in audit duration we can save our marks.
* As per inward SOP I complete the GRN on the same day & deliver the stock on floor same day.
* Attached security tag on each & every product so that we can stop the store shrinkage.
* Maintain the security inward, outward, RGP & NRGP register & check with our inward register if any paper is missing then we can crosscheck & correct the mistakes.
* When received the stock first we check box condition & box weight if all these is ok then we received if we found any damage & open condition mark the same thing on transporter POD.
* Make the floor gate pass when stock is move from warehouse to floor & receive the same gate pass when we received the outward stock from floor to warehouse.
* Operate all transactions in SAP.
* Good Command in SAP.

**Company: Vishi Electronics India Pvt. Ltd.**

**Designation:- Hub Incharge**

**Work Details:**

* Process daily inbound & outbound Orders.
* Ensure receiving material with appropriate methods with utmost Quantity.
* Ensure WOM (warehouse order management) & inventory Report.
* Handle the team executive & large task force.
* Controls inventory levels by conducting physical counts.
* Good knowledge MS excel/ PPT /e-way bill.
* Manage day to day transaction from order receipt from customer, PO. Generation on vendors to receipts, invoicing and delivery.
* Coordinate with merchandising team to complete required
* Stocking/stock movement.

**Company:- Ehaat Ltd.**

**Designation:- Logistics Executive**

**Work Details:**

* Process daily inbound & outbound Orders.
* Ensure receiving material with appropriate methods with utmost Quantity.
* Ensure WOM (warehouse order management) & inventory Report.
* Handle the team executive & large task force.
* Controls inventory levels by conducting physical counts.
* Good knowledge MS excel/ PPT /e-way bill.
* Manage day to day transaction from order receipt from customer, PO. Generation on vendors to receipts, invoicing and delivery.
* Coordinate with merchandising team to complete required
* Stocking/stock movement.

**Company: Reliance Retail Ltd And Reliance Jio Infocomm Ltd**

**Designation: Store Manager**

**Work Details:**

* Coordinating with costumer and employee.
* HR Related Problem Handling at Store level.
* Prepare daily report of Material.
* Prepare daily report of Mobile, tablet and TV etc..
* Maintain RG of Stock inward, stock outward, customer feedback and employee attendance.
* Regular work on pc for Sap work. Following use transaction in sap.
* Store Expenses Handling.
* Cashier Handling.
* Zstore- for use stock return dc,PIS,GRN,SLOC to SLOC stock transfer etc.
* Mb52- for check stock.
* Zstorehht- for price check.
* Vl10b-search for STO.
* vl02n- for delivery No.
* Me21n- for STO.

**Company: Future Group (Big Bazaar)**

**Designation: Warehouse Executive (F&B)**

**Work Details:**

* Maintain the stock inventory, Like FIFO, LIFO etc.
* Maintain and ensure the warehouse area clean & hygienic
* Maintain the all INBOUND, OUTBOUND documents.
* Maintain the NG materials & records.
* Handle the HR Admin & Warehouse Account activities.

# DECLARATION

I hereby declare that all the information furnished above is correct to the best of my knowledge.

**Sonu Singh**