



Sudhakar Gurunath Patil

**Warehouse/ Store Supervisor || Fleet Co-Ordinator - Warehouse Executive
|| Inventory Controller || Warehouse Co-ordinator ||**

Seeking a position which may help to grow my career and use my experience for achieving and promoting the goal, mission and vision of the company as well. An organized self-motivated individual with good management skills. A proven listener with quick ability for analysis. Enjoy working as a team and accept new challenges.

PERSONAL PROFILE

Date of Birth : 06 January 1988
Sex : Male
Nationality : Indian
Marital Status : Married
Languages known : English, Hindi, Marathi & Konkani
Passport No. : Y6361527
Visa Status : Employment Visa
Email ID : sudhakarena263@gmail.com
Contact No : 0555143823

EDUCATIONAL QUALIFICATION

- Higher Secondary School
- Expert In Microsoft office / Excel / Good Typing Speed
- HACCP Certificate

Functional Application

- **ORION** (ORACLE / ERP)
- **WMS**
- **GP**

Work Experiences



- Job Description : Data Entry Operator in warehouse since 2014 to 2016
- Handling Inventory up to 98.5%
- Handling Retail & Wholesale Customers.
- Document Controller.
- Handled Food & Non-food SKU's.
- Internally everyday stock counting (5 SKU daily).



- Job Description: Warehouse Supervisor since 2016 & 2021.
- Handling Retail and Whole sale Deliveries.
- Inventory Controller
- Handling Vehicles (Mulkia passing / Food Permits / Licenses).
- Internally everyday stock counting (5 SKU daily).



- Job Description : Area Supervisor (Six Month).
- Handled RM and FG.
- Empty cartons Dispatching in production area.
- Finished Goods sending from production to warehouse.
- Internally everyday stock counting (5 SKU daily).



- Job Description : Store Keeper Since JULY 2022 till now.
- Handling Near Expiry stock (Food & Non Food)
- Handling repacking area (all Return items from Martket)
- Handling Disposal items with proper approvals (Management).
- Every Month end Stock Counting all SKU's.

**Warehouse/ Store Supervisor || Fleet Co-Ordinator - Warehouse Executive
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- Handling Full warehouse activity.
- Very good in Warehouse Arrangements.
- Monitoring system and physical stocks movement.
- Stock counting daily.
- Making Outbound and Inbound jobs.
- Dispatching deliveries (Retail & Wholesale) all over U.A.E. with proper route plan.
- Ensuring that all drivers leave the warehouse with complete documents and with proper load.
- Tracking of short deliveries, excess and pending deliveries and ensuring that all delivered invoices are with customer acknowledgement for payment collection.
- Generating customer credit notes and inter-company sales return.
- Evaluating and creating warehouse expenses such as hired labour charges, company vehicle and outside vehicle charges on trip rate basis.
- Receiving and monitoring physically returned and damaged stocks as well as system stocks.
- Preparing credit notes and inter-company sales return report.
- Receiving and preparing physical and system stocks location transfer-IN and stocks location transfer-OUT.
- Ensuring that all documents are stored and filed properly for reconciliation and audit purposes.
- Ensuring deliveries with quality and reaching destinations in proper time.
- Making submissions of all types of invoices (Home delivery, Trade, Wholesale, Showroom & Exports)
- Going to the Key Accounts for solving issues related to home delivery.
- Keeping tracks of **FIFO, FEFO, LIFO & LEFO** (as per sales requirements).
- Handling Frozen Goods with maintain Temperature.
- Keeping track on Disposal stock (Expired & Damaged stocks).
- Handling RM (Raw Material) & FG (Finish Goods).
- Handling Empty cartons warehouse.

I **Sudhakar Patil**, hereby declare that all the above-mentioned details are true and correct to my best of knowledge and can be supported with relevant documents. I am also secure of my capability to work in Big group.

Place: Dubai

Sincerely,

Sudhakar Patil.