
LOKESH RAGHUVANSHI

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Professional Summary

To be associated with a progressive organization that provides an opportunity to apply my knowledge and skills in order to keep abreast with latest trends and technologies and to perform duties with almost sincerity & seeking an opportunity to gain additional knowledge about material & logistics management, at the same time to improve technical skills in this highly competitive business world.

Skills

- Inventory
- Shipping
- Documentation/Billing
- Transport Cost
- Transportation/Material Handling
- Negotiating
- Safety Control

Work History

Manager – Warehousing and Inventory (April. 2014 to Current)

Herbal Dream Ayuroveda Creation Pvt Ltd. Indore, Madhya Pradesh, India

Cosme Dream international private limited Indore Madhya Pradesh, India

Job Description

- Responsible for overall raw material stores operations management.
- Supervision and control of all the stores functions like in-warding, issue and storage of materials, issue control, managing incoming and supplier line rejection material.
- Effectively co-ordinate with procurement & production control department for ensuring all the materials on time.
- Ensure proper and on time documentation in stores related to movement of all goods and keep all the documentation up-to-date.
- Optimizing of raw material stock levels in stores. Controlling the inventory by maintaining the maximum and minimum level of stock.
- To ensure inventory accuracy in terms of system vs. physical stock.
- To develop effective system for cycle count, find out & fix the reasons for stock differences.

- Control of non-moving and slow-moving inventory. Taking effective steps for disposal of slow moving / non-moving item.
- Use of various material management tools like FIFO Control.
- Conduct physical inventory vs. system inventory reconciliation for every quarter & tracking material variances & reconcile the difference in stocks.
- Exposure to internal/external audits related to stores management.
- Prepare and circulate various MIS reports related to stores management.
- Managing overall outbound operation, Finished goods Management, material planning.
- Use SAP /Enhancer software to monitor demand and document characteristics of inventory
- Mansur online execs and daily operations work with the senior Ecommerce manager to ensure the effective

Store and Dispatch Assistance – (March 2011 to December 2013)
Pensol Industries Limited, Pithampur (M.P)

- Ensure the receipt storage and issue of material as per organization norms and maintain inventory as per defined level.
- Established FIFO system, Defined and maintained Min, Reorder and Max inventory level for all materials.
- Conduct inventory count, Inventory Upload and Variance analysis every month and Introduce work process that improved inventory control and showed discrepancies.
- Follow up with suppliers to assure on time deliveries Planning & Dispatch.
- Ensure arrangement of transportation for timely dispatches as per dispatch.
- Maintain proper housekeeping in finished goods area, empty pallets area and all external areas Ensure Quality control for outbound shipment.
- Transport bill checking after receipt of transport bill.
- Monitor Filing of invoices, LR copy & check list of items along with invoice.
- Prioritize calls according to urgency and importance
- Provide field units with information about orders, traffic, obstacles and requirements
- Enter data in computer system and maintain logs and records of calls, activities and other information

Warehouse and Dispatch Supervisor – (April 2010 to February 2011)
Nath Bio-genes (I) limited Indore, (M.P)

- Maintain daily outward dispatch in Dispatch Department.
- Physically material stock checking on weekly and monthly basis and reconcile with system stock.
- Handled warehousing management dealing with dispatches material.

- Physically stock checking, Inventory maintain & handle all activities related material.
- Make papers of Inbound & Outbound of material.
- Responsible for day-to-day operations like managing daily reports, discussing current work issues & planning solutions for better operations..
- Receiving emergency and non-emergency calls and record significant information
- Receiving and dispatching order for products or deliveries

Education

B. Com

2013 Vikram University Ujjain (M.P.)

Additional Information

Key Word: SAP (Distribution) - 6 years working experience,
ERP (Enterprise Resource Planning),
MS Office, Tally ERP 9,
Email Correspondence.