

# PANKAJ KUMAR

Senior Manager – Inventory Logistics, Supply Chain & Warehouse Operations

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## PROFESSIONAL SUMMARY

Results-driven Inventory Supply Chain and Logistics professional with 20+ years of progressive experience across warehousing, distribution, and operations management in pharmaceutical, FMCG, automotive, and beauty care industries. Demonstrated ability to optimize end-to-end supply chain processes, reduce costs, and lead high-performing teams. Proficient in ERP/WMS implementation, inventory control, vendor negotiations, and multi-state distribution network management. Seeking a senior managerial role to leverage expertise in driving operational excellence and strategic supply chain goals.

## CORE COMPETENCIES

Warehouse Operations & Optimization	Supply Chain Strategy	Inventory & Stock Management
Inventory, Logistics & Transportation Operation Management	SAP/ERP / WMS Implementation/ SAP /ERP / WMS (QAD, Oracle /Tally ERP 09	Vendor Negotiation & Procurement
Distribution Network Management	KPI Tracking & MIS Reporting	Budget Planning & Cost Control
5S, Kaizen & Lean Methodologies	Compliance & Regulatory Adherence	Team Leadership & Development
Budget & Cost Control	Space Optimization	People Management & Team Leadership

## PROFESSIONAL EXPERIENCE

### Tautikaa Beauty Care Private Limited

Senior Manager – Inventory Logistics, Operation Supply Chain, Accounts

Jul 2024 – Present

- Develop and implement Inventory logistics, warehousing, and supply chain strategies to drive cost efficiency, timely delivery, and customer satisfaction across India.
- Oversee end-to-end supply chain operations including procurement, inventory management, warehousing, distribution, and transportation.
- Lead KPI monitoring for on-time delivery, order accuracy, transportation cost, and warehouse productivity.
- Drive GST and E-way bill compliance for all inbound and outbound shipments.
- Negotiate contracts with logistics partners and service providers to achieve optimal service levels at reduced costs.
- Implement ERP/WMS solutions for process automation, real-time reporting, and efficiency gains.
- Drive continuous improvement initiatives using Lean, Kaizen, and Six Sigma methodologies.
- Manage, mentor, and evaluate a cross-functional team of supply chain professionals.
- Collaborate with sales and production teams to align supply chain activities with business demand forecasts.
- Handle crisis management for shipment delays, supply shortages, and operational disruptions.
- Champion sustainability initiatives: route optimization, fuel efficiency, and eco-friendly packaging.
- Designed and executed end-to-end supply chain strategies spanning procurement, inventory management, warehousing, distribution, and transportation — driving cost efficiency, delivery precision, and customer satisfaction across India.
- Established and monitored KPIs including on-time delivery, order accuracy, transportation cost, and warehouse productivity to ensure operational excellence.
- Led GST and E-way bill compliance across all inbound and outbound shipments, mitigating regulatory risk.
- Negotiated contracts with logistics partners and service providers, securing optimal service levels at reduced operational costs.
- Spearheaded ERP/WMS implementation, enabling process automation, real-time reporting, and measurable efficiency gains.
- Built, mentored, and evaluated a high-performing cross-functional supply chain team.
- Collaborated with sales and production teams to align supply chain capacity with business demand forecasts and seasonal fluctuations.

- Managed crisis response for shipment delays, supply disruptions, and operational breakdowns, ensuring minimal business impact.
- Drove sustainability initiatives including route optimization, fuel efficiency improvements, and transition to eco-friendly packaging.
- Manage day-to-day warehouse operations efficiently Handle RM (Raw Material) and PM (Packing Material) activities Oversee dispatch processes and ensure timely delivery Maintain inventory accuracy and stock control Ensure compliance with QMS (Quality Management System) standards Coordinate with production, QA, and logistics teams

#### Key Responsibilities

##### 1. CFA & Warehouse Operations Management

- Manage end-to-end operations for assigned CFAs, ensuring smooth inventory handling, order

processing, dispatch management, and system updates.

- Monitor day-to-day CFA operational performance and ensure adherence to SOPs.
- Ensure optimum inventory levels and maintain a consistent 95%+ fill rate.
- Plan and schedule regular CFA audits, visits, and operational reviews.

##### 2. Inventory Management

- Key driver for the Inventory planning across CFA on National basis and ensure that the CFA

wise proper safety norms maintained. Master control the Auto replenishment software by critically evaluating the data and software output for optimum performance.

- Managing the Inventory management across the Depot for all CFA by critical evaluation of

stock aging / self-life / depletion rate and forecast to have the optimum inventory.

- Day to Day inventory planning for the Depot Replenishment using the software for All Depot

across India from MWH and execute the same in co-ordination with the warehouse & logistics team.

- Spearheading the Monthly stock taking activity across the Depot PAN INDIA to have timely

submission of the Data / Stock accuracy & discrepancy identified on timely manner.

- Nationally co-ordination of the WB returns/ liquidation plan include the inter depot transfer

or liquidation plan along with the Sales team .

- Identify stock discrepancies and initiate recovery from CFA, if required.
- Perform FEFO analysis, highlight variances, and ensure correct implementation at CFA level.
- PAN INDIA Short stock inventory allocation optimally to ensure that the maximum sales is

booked from the available inventory.

##### 3. Cost & Commercial Management

- Manage cost-effective CFA operations while ensuring service quality.

- Conduct cost analysis for warehousing, transportation, manpower, and other operational

expenses.

- Review commercial aspects like CFA contracts, service bills, claims, and ensure timely

verification and processing.

- Manage and verify monthly CFA claims with supporting documentation.

##### 4. Planning & Process Compliance

- Coordinate with the Mother Warehouse team for replenishment planning and inventory

management.

- Regularly review operational compliance, safety norms, documentation, and adherence to

company processes.

- Prepare and maintain CFA Scorecards and performance dashboards.

#### 5. Reverse Logistics & Returns Management

- **Oversee the reverse logistics process and ensure accurate and timely reporting.**
- **Ensure proper accounting, documentation, and reconciliation of returned goods.**

#### 6. Reporting & MIS Management

- **Manage all MIS reporting related to inventory, operations, planning, and CFA performance.**
- **Share Daily Plan vs Actual reports with all stakeholders.**
- **Ensure accurate data collection, validation, and timely reporting for management reviews.**

#### 7. Cross-functional Coordination

- **Work closely with internal teams such as Sales, Production, Finance, and Quality to ensure**

**smooth operations.**

- **Follow up with Production for shortages, dispatch delays, and replenishment requirements.**
- **Coordinate with Sales Team for order planning, prioritization, and market requirement updates.**

#### 9. Logistics & Transportation Optimization

- **Ensure vehicle planning and load optimization for cost-effective dispatches.**
- **Coordinate with Transporters and Logistics teams for timely dispatch**

#### Key Responsibilities:

##### Order Processing & SAP Operations

- **Handle order processing activities including Sales Orders, Purchase Orders (PO), and Stock Transfer Orders (STO) in SAP.**
- **Generate invoices and ensure accuracy in billing and documentation.**
- **Maintain proper records of transactions in the SAP system.**

##### Warehouse Coordination

- **Coordinate with warehouse teams for order fulfilment and dispatch planning.**
- **Ensure timely availability of materials for smooth warehouse operations.**
- **Monitor stock levels and ensure proper inventory management.**

##### Stakeholder Coordination

- **Liaise with sales teams, customers, and suppliers for seamless execution of orders.**
- **Coordinate with transporters to obtain competitive freight rates and ensure timely vehicle placement.**

##### Inventory & Reporting

- **Maintain and track records of:**
  - **Warehouse damaged materials**
  - **Branding materials**
  - **FOC (Free of Cost) materials**
  - **Non-saleable stock**
- **Conduct and support inventory cycle counts and reconciliation processes.**
- **Prepare and share daily, weekly, and monthly MIS reports using MS Excel.**

##### Claims & Compliance

- **Handle insurance claims for damaged materials, including documentation and follow-ups.**
- **Ensure timely submission and closure of claims.**

**Key Skills & Competencies:**

- Strong knowledge of SAP (Invoicing, PO, STO, Inventory modules)
- Proficiency in MS Excel (reports, data analysis, MIS)
- Good understanding of warehouse operations & inventory management
- Strong coordination and communication skills
- Attention to detail and problem-solving ability

**Preferred Attributes:**

- Experience in supply chain, logistics, or warehouse operations
- Ability to work in a fast-paced environment
- Strong follow-up and execution skills

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- **Key Responsibilities:**
- **1. Stock Monitoring & Control**
- Maintain real-time inventory records of raw materials, packaging materials, and finished goods
- Implement and manage FIFO (First-In-First-Out) / FEFO (First-Expired-First-Out) systems
- Ensure proper stock rotation and avoid expiry-related losses
- **2. Demand Forecasting**
- Coordinate with procurement and production teams to forecast inventory needs
- Analyse sales trends, seasonal demand, and promotional plans
- Prevent stockouts and overstock situations
- **3. Inventory Audit & Accuracy**
- Conduct regular physical stock audits and cycle counts
- Ensure accuracy between physical stock and system records
- Investigate and resolve discrepancies
- **4. Supplier Coordination**
- Communicate with vendors for timely replenishment of raw materials
- Track deliveries and resolve supply-related issues
- Ensure adherence to delivery schedules
- **5. Compliance & Hygiene**
- Maintain storage conditions as per GMP (Good Manufacturing Practices)
- Ensure warehouse safety, cleanliness, and proper handling of materials
- Follow regulatory and quality standards
- **6. Waste Reduction & Control**
- Monitor slow-moving, non-moving, damaged, or expired stock
- Implement strategies to minimize wastage and financial losses
- Optimize inventory turnover
- **7. Reporting & MIS**
- Prepare and share MIS reports on stock levels, inventory turnover, and aging stock
- Provide data insights to management for decision-making
- Maintain proper documentation and records

**Seibert Healthcare India Pvt. Ltd.****Manager – Logistics & Supply Chain****Sep 2021 – Jun 2024**

- Strategically managed warehouse operations in compliance with company policy, health, safety, and hygiene standards.
- Oversaw receiving, storage, distribution, and maintenance operations ensuring efficient space utilization.
- Managed stock control and reconciliation with data storage systems; produced regular inventory reports.
- Negotiated with logistics companies to achieve minimum transportation costs and best SLA/TAT adherence.
- Managed manpower planning, fleet allocation, and resource training for daily warehouse operations.

- Monitored warehouse overheads and detention costs, achieving nil detentions through proactive coordination.
- Maximized warehouse utilization through layout innovations and capacity alignment with throughput needs.
- Recruited, coached, and appraised warehouse staff; ensured continuous performance improvement.
- Produced daily MIS reports and managed C&F operations; ensured full audit and compliance adherence.

### **Morepen Laboratories Ltd.**

**Warehouse & Supply Chain Manager – Medipath Division (Pan India)**

**May 2016 – Aug 2021**

- Directed end-to-end pharmaceutical warehousing and supply chain operations across Pan India, ensuring seamless inbound/outbound flow in strict adherence to SOPs and regulatory standards.
- Maintained 100% stock accountability through rigorous physical inventory counts and ERP reconciliation, significantly reducing stock discrepancies and shrinkage.
- Managed dispatch and multi-modal transportation logistics across Pan India, optimizing delivery timelines and carrier performance.
- Expanded and managed dealer distribution networks spanning Pan India, Nepal, and Bhutan, ensuring consistent product availability across all channels.
- Oversaw a 100,000 sq. ft. pharmaceutical warehouse, directing layout optimization, equipment maintenance schedules, and security protocols to maximize operational efficiency.
- Owned annual budgeting and financial planning for the division; conducted variance analysis and drove corrective actions to consistently meet cost and performance targets.
- Coordinated with finance teams to ensure timely vendor payments and led end-to-end statutory and corporate compliance, minimizing audit risk.
- Championed a lean culture within the team; coached and mentored subordinates, driving accountability and ensuring timely closure of internal and external audits.
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### **Menlo Worldwide Logistics India Ltd.**

**Warehouse & Supply Chain In-charge – Delphi Automotive / Suzuki Motorcycle Feb 2010 – May 2016**

- Commanded end-to-end warehouse operations and pan-India dispatch for two major accounts — Delphi Automotive Systems and Suzuki Motorcycle India — ensuring on-time delivery and operational continuity.
- Orchestrated cross-functional collaboration across sales, dealer networks, warehousing, sourcing, and finance teams to streamline supply chain workflows and resolve escalations.
- Spearheaded vendor rate contract negotiations, renewals, and finalization while enforcing full compliance with legal and contractual requirements.
- Architected distribution network configurations across supplier locations, warehouses, and distribution centres to maximize coverage and operational efficiency.
- Instituted real-time MIS dashboards tracking sales trends, inventory levels, and KPIs to drive strategic planning and executive-level review.
- Oversaw end-to-end warehouse operations and pan-India dispatch for two major accounts — Delphi Automotive Systems and Suzuki Motorcycle India — ensuring on-time delivery and operational continuity.
- Served as the cross-functional liaison across sales, dealer networks, warehousing, sourcing, and finance teams to streamline supply chain workflows and resolve escalations.
- Negotiated, finalized, and renewed vendor rate contracts while maintaining full compliance with legal and contractual requirements.

- Optimized distribution network configuration, managing supplier locations, warehouses, and distribution centres to improve coverage and efficiency.
- Developed and maintained real-time MIS dashboards tracking sales trends, inventory levels, and KPIs to support strategic planning and leadership reviews.

**YCH Logistic India Pvt. Ltd.**

**Warehouse Manager – Gurgaon Branch**

**Dec 2008 – Jan 2010**

- Managed inbound/outward inventory movement and generated consumption, aging, and rejection reports.
- Coordinated with vendors for rate contracts and finance for timely payment releases.
- Ensured timely service delivery and managed collections within credit periods.
- □ Oversaw end-to-end inventory operations, including inbound and outbound movement, while maintaining accuracy through consumption, aging, and rejection reports.
- □ Negotiated and managed vendor rate contracts, ensuring cost-effective procurement and streamlined supplier relationships.
- □ Collaborated with the finance team to facilitate timely payment releases, reducing vendor payment delays.
- □ Ensured on-time service delivery and proactively managed collections within defined credit periods, minimizing outstanding dues.

**Flyjac Logistics India Pvt. Ltd.**

**Warehouse In-charge & Accounts Assistant – Chandigarh Branch**

**Sep 2003 – Nov 2008**

- Managed end-to-end order entry and distribution for key clients — GE, CEMA Lighting, Y-Marge, and Easser Retail — across Punjab, Haryana, Himachal Pradesh, and Jammu & Kashmir.
- Handled statutory compliance including Sales Tax, VAT returns, and C-Form, F-Form, and E1-Form documentation, along with billing and banking operations.
- Supervised warehouse operations including stock planning, inventory control, and logistics coordination to ensure timely and accurate deliveries.
- Prepared monthly MIS reports, consumption reports, and stock ledgers; processed GRN/MRN entries using material management software.
- Maintained inventory accuracy using FIFO methodology; administered bin cards, dispatch registers, and inward registers.

**VIP Industries Ltd.**

**Assistant Warehouse Manager – Chandigarh Branch**

**Jul 2002 – Aug 2003**

- □ Managed end-to-end inventory operations including stock receipt, storage, and handover, ensuring accurate inventory levels and minimizing discrepancies.
- □ Served as the key liaison between purchasing, sales, and logistics teams, streamlining cross-departmental coordination and reducing delays in order fulfillment.
- □ Compiled and maintained monthly operational reports and departmental records, supporting data-driven decision-making for warehouse management.

**EDUCATION & CERTIFICATIONS**

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**Bachelor of Arts (B.A. Hons Political Sciences)** – Shobhit University, Meerut 2011-2013

**Diploma in Logistics & Supply Chain Management** – Institute of Rail & Transportation Management, Indian Railways, Delhi

**Diploma in Computer Applications** – MS Office (Word, Excel, PowerPoint, Outlook) | ERP: QAD, WMS, Oracle SAP MM Module

**Higher Secondary (12th) & Secondary (10th)** – School Education Board, Haryana – Bhiwani

**PERSONAL DETAILS**

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<b>Date of Birth:</b>	17 September 1982	<b>Marital Status:</b>	Married
<b>Languages:</b>	English, Hindi, Punjabi	<b>Location:</b>	New Delhi / Zirakpur, Punjab

*References available on request.*