

Atul B Brage

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✓ **Logistics & Exim Documentation Management.**

✓ **In - out Stores & Warehouse Management.**

✓ **Inventory & Production Planning**

✓ **Transport Planning & Freight Forwarding**

✓ **Material Handling & Store Management.**

PROFILE

Multi-skilled professional brings to table around 8+ years of experience in Dispatch & Distribution, Inventory & Logistics Documentation. (Shipper, Tax Invoice, E-way Bill, E- Invoice, Commercial/Export Invoice, Packing slip, Debit Note/Credit note, R to R, Reverse logistics documentation, SLI, Annexure A, Declaration certification for export packaging, Shipper VGM declaration form).

Logistics and Warehouse Management. Sound knowledge of 3PL vendor management and daily basis MIS (Production Report, Daily W/H Stock Report, Sales Report, Part Aging Report) & logistics data analysis, In-depth knowledge of inventory controlling through effective material management and execution of JIT/ FIFO concept. Having good experience in planning a distribution pan India and Transportation management. Having sound knowledge of MFG Pro Application, E-invoicing Portal, E-way Bill portal.

AREAS OF EXPERTISE

- Supply Chain Management - 3 P Logistics Management
- Warehouse Management - Vendor Management
- Sourcing & Procurement - Inventory Management
- Sales Order Management - Scrap Management

CAREER CONTOUR

July 2020 - Till date @ Eaton Fluid Power Ltd, Pune.

Position *Logistics Executive – Distribution & SCM*

Aug 2018 - June 2020 @ Dispatch Packaging Solutions

Ltd. Pune – Executive - Material Handling & Packaging

March 2013 to July 2018 @ Eaton Fluid Power Ltd, Pune.

Position: *Logistics, SCM , Inbound Store - Coordinator.*

CAREER HIGHLIGHTS

- Achieved “Certificate of Appreciation” from “Eaton Fluid Power LTD’ for being the best performer.
- Recognized for setting up high rise storage system in record time of 30days.
- Successfully reduced the inventory variance from INR 20 Lakhs to INR 4 Lakhs by carrying out movement analysis of the production target
- Proactively achieved reduction of in storage area from 20k sq. feet to 15k sq. feet.
- Implemented Barcode system in storage system.
- Proactively brought the reduction in packaging cost from INR 2 Lakhs to INR 1.5 Lakh.

ACADEMIC CREDENTIALS

- **Diploma In Mechanical Engineering -2013 (70 %)** Indian Institute Management and Technology, Pune
- **Diploma In Foreign Tread -2021** – Indira Gandhi National Open University, Delhi

TECHNICAL SKILLS

- MS-CIT, MFGPRO, MS Office, Photoshop

CAREER HIGHLIGHTS

Logistics Documentation -

- Handling domestics/Pan India Distribution & OEM customers Documentation like – LR Copy, packing list, Supplier copy of invoice,
- Filling all Import & export Document like – Bill of entry’s, Airway bill, Proof of export, Credit note, Debit note, Scrap Invoice.

Warehouse Management:

- Planning physical layout of warehouse for storage of material, finished goods/ consumables and ensuring smooth accounting, issue of material based on FIFO method.
- Modifying GRN entry month-wise color barcode stickers and pasting the same on material invoices, boxes, bins and bags for easy traceability for helping the FIFO system.
- Designing the layout of warehouse and arranging the warehouse product wise with high-rack system for material storage.

Purchase Operations:

- Managing overall procurement of material as per production requirements.
- Negotiating the best prices and terms with the vendors and ensuring sourcing of goods within the said timelines.
- Analyzing quotations, reading data sheets and blueprints, selecting qualified vendors, negotiating prices & ship terms, comparing quality, monitoring receiving, inspection and returns.

Vendor/ Stakeholder Management:

- Assessing performance of vendors based on various criterions like packing conditions, percentage for rejections, quality improvement rate, timely delivery and credit terms.
- Monitoring incoming materials supplied by vendors and ensuring they are as per quality, quantity & packing specifications
- Assisting vendors in the processes/ systems and providing them suggestions for improving packing standards.

Material/ Inventory Management:

- Finalizing the specifications of materials packing, establishing quality and quantity limits for effective inventory control and reducing wastages
- Conducting stock verification, monitoring hygiene and taking safety measures as per the quality standards by maintaining the stock of material without any variance.
- Implementing ERP and MFG pro system for effective material planning
- Moving raw material from the place of storage to the place of manufacture.
- Disposing the scrap and returning the rejected material to suppliers
- Curtailing inventory holding expenses, adhering to maximum and minimum stock by handling inventory function in co-ordination with user department.
- Conducting periodic material reconciliation (e.g. quarterly) of four basic components (replenishment or cycle stock, safety or buffer stock or transit stock) of actual consumption and theoretical consumption of inventory to achieve the optimum utilization of material.

Documentation:

- Preparing reports of surplus material which will not be consumed within a reasonable time and thus be circulated to other plants, spares and aftermarket before they become obsolete.
- Preparing the generation of pick tickets, cycle counting sheets and physical inventory sheets.

Logistics/ Dispatch Operations:

- Ascertaining quality packaging to prevent loss of goods during transit
- Overseeing the renting of returnable packing boxes and trolleys for dispatch of material to customers.
- Ensuring manpower utilization and implementing 5S in warehouse.
- Dispatching the material as per the tax invoice with all documents Like tax invoice, Packing slip, e-way bill, E-invoice.

TRAININGS UNDERGONE

- Training for “GST” in 2020 at Eaton.
- Inventory & Cycle Count Operation conducted by Eaton in 2021.
- E-Invoicing training conducted by Eaton in Dec 2021.
- E-Way bill training conducted by Eaton in March 2020.
- Material Handling & Store Space saving Methodology (MCCIA) in 2016