

# Resume

## Suresh H Kotiwale

☎ : 91 9850202120/7499162909

E-mail: [suresh.kotiwale@gmail.com](mailto:suresh.kotiwale@gmail.com)

### Career Summary`

Warehousing professional have 10 years of experience in reputed companies and also handled various activities in warehousing and operation. My experience has been as an expert in Order Management, Dispatch planning, designing dashboards and also in WMS, FIORI, SAP MM, Logistics, Retail Goods and services.

### Summary of Experience

Company	Designation	Duration
Reliance Jio Infocomm Ltd. Aurangabad/ Parbhani	SCM Lead	June- 2017 to till date
Bekaert Industries Pvt.Ltd. Pune	Store Assistant	Oct- 2013 to Apr- 2017
Idea Cellular Ltd, Pune	Warehouse Executive	Dec- 2010 to Mar- 2013
Minda Industrial Pvt.Ltd. Pune	Store Operator	Feb- 2009 to Oct- 2010

### **Professional Competencies:**

- 10 years' experience in SAP /MM/WM, Logistics, Retail Goods and services,
- Store, Warehouse Operations
- Inventory Planning
- Dispatch planning and tracking
- Warehouse MIS and Dashboard
- Process improvement and reduction of TAT
- Knowledge and experience in Transportation management

### **Contributions**

#### **Reliance Jio Infocomm Ltd**

- Handling Operations - day-to-day warehouse activities
- Responsible for managing the activities of warehouse including goods receipt (GRN), segregation, safe and proper storage (Stacking Norms/Hygiene), stock keeping and inventory management.

Internal

- Plan to ship out daily dispatches i.e., ensuring that the respective order is executed within TAT
- Understanding of Pick, Pack & Ship procedures and schedules, inventory level maintenance and all
- Deliver excellent service to ensure high levels of customer satisfaction.
- Ensure store compliance with health and safety regulations.
- Reviews daily inventory activity; maintains accurate inventory master files, manufacturer and item numbers, minimums and material descriptions.
- Reviews Delivery records, monitor GRN, file until invoice is received..
- Reconciles invoices with correct GRN, then forwards both to accounts for payments.
- Organizes and maintains storage and inventory areas for efficient material storage and handling, including labelling/tagging, stocking and organizing stock items on shelving.
- Ensure store compliance with health and safety regulations.
- Responsible for regular / periodic stock taking of store inventory to minimize losses and ensure effective inventory management.
- Planning and managing logistics, store, transportation and customer services.

#### **Bekaert Industries Pvt.Ltd.**

- Reviews daily inventory activity; maintains accurate inventory master files, manufacturer and item numbers, minimums and material descriptions.
- Organizes and maintains storage and inventory areas for efficient material storage and handling, including labelling/tagging, stocking and organizing stock items on shelving.
- Ensuring correct shipping information is attached moving completed order to shipping area.
- Verification of quantity of materials and spares while received at stores ensure document verification
- Material verification received along with the consignment.
- Arrange inspection of materials and spares Receipt and physical verification.
- Unloading and Stacking of materials and spares at proper locations with material identification tags.
- Check the Invoice Document, Physical inspection and Segregate the material by PO.
- Follow up with Purchase department for pending material against PO/PR.
- Receipt of incoming all material physically inspection or Check all papers/invoices are correct.
- Kept the material in correct location and Segregate the material as per PR request (Stock/Direct.
- Maintained the stock material by reorder level in SAP system.
- Verification of GRNs before forwarding it to Accounts department.
- Cross-verify the monthly report at the end of each month
- ensure storage of goods follow the first in first out (FIFO) method

## **Idea Cellular Ltd.**

- Check the stock position of Zonal Warehouses against Monthly consumption.
- Handling Software Specially Design For Controlling Logistics. Having name WMS (WMS)
- Handling a Karnataka circle in 150 distributors' quires, prepaid sim card, voucher billing & Dispatches.
- All Maharashtra and Goa distributors' queries & reports on daily basis follow and customer call queries
- Handling courier cases regarding customer's complaints and requests.
- Stock match for monthly bases and reporting for finance department.
- All Maharashtra distribution calls communication.
- Heading the overall Warehouse operations entailing inventory planning.

## **EDUCATIONAL QUALIFICATION**

Bachelor's Degree in Commerce from Nashik University, Mahatma Jyotiba Phule College in 2012.

## **COMPUTER SKILLS**

- ✓ MS-CIT Institute of Mumbai.
- ✓ (MS-Word, MS-Excel, MS-Office, WMS Systems, SAP/ FIORI/, etc.)
- ✓ Knowledge and experience in 5S and Lean concepts.

## **STRENGTHS:**

- ✓ Quick learner.
- ✓ Self-confident and Goal Oriented
- ✓ Dedication towards responsibilities assigned.
- ✓ Disciplined & good attitude

## **PERSONAL DETAILS:**

Date of birth:	15-04-1987
Father's Name:	Hanmantrao Dhondiba Kotiwale
Marital Status:	Married
Languages Known:	English, Hindi and Marathi
Persent Address:	Dattam Dham Parisar, Satkar colony Parbhani- Maharashtra- 431401
Permanent Address:	At-Post-Ekalaria, Tq-Mukhed,Dist-Nanded, Maharashtra. 431715

**(Suresh Hanmantrao Kotiwale)**