

RESUME

Nagnath Ishwar Gaykawad
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SUMMARY

Warehouse Assistant Manager & Logistics with total 9+ year of experience. Quick learner with the ability to handle multiple tasks simultaneously, maintains focus, and adapt to a variety of challenges. Strong sense of Organization Schedule and Time Management skill.

CAREER OBJECTIVE

To leverage my 9+ years of warehouse management experience to lead and manage a successful team in an efficient and cost-effective manner. An enthusiastic logistics and transport professional with highly developed negotiation skills and highly adaptable.

SKILLS

Industry Knowledge Skill	➤ Transportation Management.
	➤ Warehouse Inventory Management.
Soft Skill	➤ Able to work independently and within a team.
	➤ Good written and verbal communication skills.
Technical Skill	➤ Proficient in Microsoft office & Advance Excel
	➤ ERP and SAP.

EXPERIENCE

Aug-2021 – Apr-2024

Asst Warehouse Manager

Novo Medi Sciences Pvt Ltd - Kamothe MIDC. Panvel

- Ensured that warehouse facilities were kept clean and organized.
- Managed Facility Invoices.
- Prepared Weekly and monthly facility productivity report.
- Organized daily warehouse functions.
- Daily Wages Payment
- Print And Compile all dispatch documents like commercial invoice delivery Challan, LR, E-Way Bill etc.
- Coordinate with transporter to arrange vehicle for dispatch.
- To track delivery status of dispatch consignment.
- Negotiated local vehicle vender search for transportation operations as per department requirements.
- Co-ordinated with freight forwarding agents to ensure best freight rates and timely shipment.
- Checking all bills of loading works/ freight bill and forwarding the same for approvals and payment.
- Ensured correct allocation of resources to meet delivery schedules.
- Maintain the data record of logistics warehouse operation work.
- Manpower requirement.
- Daily handover work to warehouse team.
- Material management rack wise.
- Perpetual inventory audit daily basic.
- Monthly audit with HOD Team.
- Promotional material stock Manage and allocation dispatch follow-up.
- SOP Prepared.

Feb-2016 – Aug-2021

Inventory & Warehouse Management Executive

Simson Pharma Ltd Dahisar Mumbai.

Material Inward:

- Making entries of daily received materials in Excel/ ERP.
- Checking & forwarding the received bills against PO and forwarding the same to accounts for payments.
- Checking of goods received against PO and challans as well as quantity.
- Ensuring goods are stored safely.

Material Outward:

- Making material outward entries in system.
- Processing the orders as per the issue note.
- Ensure GRN is collected from Accounts department for rejected materials.
- To make sure that the rejected materials are handed over to vendor and recorded accurately in the system.

Warehouse Management:

- To ensure warehouse is well organized and health and safety standards are maintained.
- To Control inventory levels by conducting physical counts; reconciling with data storage system.
- To ensure the records are accurate and updated regularly and monthly stock statements are readily available for audits.
- Completes warehouse operational requirements by scheduling and assigning staff; following up on work results.
- Maintains warehouse staff by recruiting, selecting, orienting, and training them.
- Prepare challans and maintain records of the same.
- Checking all bills of loading works/freight bills and forwarding the same for approvals and payment.
- Send all acknowledged documents along with related bills of each job to accounts.

Sep-2010 - Sep-2011

Billing Executive

Bajaj Auto Ltd. Waluj Aurangabad

- Coordinate with loading department and generate bill.
- Permit form fill up entry.
- MIS Report Prepare and share Asst Manager.
- Outward register entry.
- Prepare documents as per client requirement.

EDUCATION

Degree/Course

Year of Passing

Bachelor of Art

Swami Ramanand Teerth Marathwada University, Nanded

2014

ACHIEVEMENTS

- Successfully achieved target on daily basis.
- Appreciated as Best Performer.
- Appreciated as best Team Award.
- Appreciated as Yearly Attendance Award.

HOBBIES

Listening Song, Reading Book Playing Cricket & Travelling.

PERSONAL DETAILS

Address	Plot No-53, B-304, Shubham Co-Operative Housing Society Kamothe Sector-6A, Panvel, Maharashtra, 410209
Date of Birth	05/05/1990
Gender	Male
Nationality	Indian
Marital Status	Married
Languages Known	Marathi, Hindi & English

DECLARATION

I here by declare that all the details stated above are true and correct to the best of my knowledge and belief.

Nagnath Ishwar Gaykawad