PRASHANTA SAMAL

Assistant Engineer

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Professional Summary

- Over 6 years of cross functional expertise in warehousing & logistics in Manufacturing, FMCG, E-commerce & retail industries.

Skill

- Problem solving
- Logistics

- Manpower management
- Data Processing

- Material Handling
- Leadership

- 5S
- Warehouse Operation

- Inventory Management
- Hazardous material handling

- Safety Procedure
- Receiving, Inward, outward,GRN,Dispatch,Packing

- SAP, Advance Excel, ERP
- Training Juniors

Education

- **BACHELOR OF COMPUTER APPLICATION, SAMBALPUR UNIVERSITY, SAMBALPUR**
  2009 - 2012, ODISHA

Work Experience

Assistant Engineer

Kalyani Rafael Advanced System Pvt. Ltd.   **05th June 2023-Current**

Hyderabad

- Analysing, synthesizing, and taking actionable insights from various types of raw data sources.
- Serving as an industry expert in warehousing and material handling.
- Researching and staying up to date on the latest trends and innovations in the warehousing world.
- Received, maintained, stored, transferred, controlled, managed, and issue all consumable and repairable material that is procured for retention as stock.
- Ensured that all stock material was inventoried on a continuous basis; all incoming material received and added to the stock levels and inventory records adjusted.
- Monthly & quarterly inventory tracking with proper data sharing of stock available.
- Prepared sorting, packing, and labelling of materials and supplies to be shipped.
- Audit and report inventory while making recommendations on which items to order and restock.
- Create Purchase order, Delivery invoice, Stock transfer Note, Stock Transfer Order, Stock correction, Trip Creation for outward deliveries, E-invoice, Third party E-way Bill creation through SAP MM.
- Develops a process plan including people, resources, equipment, and floor space for each distribution receipt.

Sr. Warehouse Executive   07th oct 2022 to 15th May 2023
Reliance Retail LTD, Bhubaneswar, Odisha

- Built strong relationships with external partners such as third-party logistics providers.
- Utilized inventory management systems to track and manage stock levels.
- Managed communication between vendors and suppliers and customers regarding order status updates or delays.
- Create Purchase order, Delivery invoice, Stock transfer Note, Stock Transfer Order, Stock correction, Trip Creation for outward deliveries, E-invoice, Third party E-way Bill creation through SAP MM.
- Supervised and coordinated activities of warehouse personnel, ensuring efficient operations.
- Generate daily/monthly stock reports over inventory.
- Received & counted stock items, GRN of stocks through SAP.
- Check all unloading related documentation & sign off.
- Dispatch as per plan & requirement.
- Prepare daily SIT report & following up with transporter for any kind of delay arises.

Warehouse Supervisor   5th March 2020 to 15th September 2021
Flipkart, Cuttack, Odisha

- Supervised team members engaged in receiving, stocking, shipping activities.
- Supervised, scheduled, and trained staff to drive safe and efficient operation of warehouse and delivery functions.
- Guided loading and unloading of goods, always maintaining safety standards.
- Coordinated with logistics teams to ensure product delivery timelines were met.
- Trained new employees in proper storage techniques and safety procedures & receiving & dispatch of stocks.
- Prepare daily wise incoming reports through TMS.
- Organize daily operational meeting with sub-ordinates to improve day to day operation.
- Look after inbound & outbound operation at warehouse.

Warehouse Data Entry Operator   15th March 2014 to 20th November 2017
Odisha infotech Manpower solution

- Create warehouse receipt for all incoming shipments in a timely manner.
- Reconcile expected cargo versus warehouse receipt tally sheets.
- Submit Warehouse Receipt information to internal customers within set parameters.
- Scan Bill of ladings (POD) into our computer system and send a copy to our customers accurately.
- Maintain inventory integrity on a per warehouse receipt transaction.
- Meet required deadlines for shipments.
- Enter and process correction or adjustments in the database.
- Ensure all information pertaining to a specific shipment is system entered.
- Assist data entry clerks of companies' additional warehouse operations as needed.
- Assist in the physically inspection cargo to reconcile inconsistencies in paperwork versus physical as needed.
- Perform related duties as assigned.

CERTIFICATION

- Has successfully completed the AS 9100 Rev. D Internal Auditor Training

LANGUAGES

- ENGLISH – Native
- HINDI - Native
- ODIA - Native