

SUMIT SHARMA

LUCKNOW, INDIA 411060, +91-7317730671, SUMIT120584@GMAIL.COM

PROFESSIONAL SUMMARY

Goal-oriented warehouse manager delivering practical strategies to drive productivity, personnel retainment and process optimization and excel in creative problem solving on complex operational issues.

SKILLS

- Inventory Management
- Shift Scheduling
- Report Generation
- Employee Training
- Shirkage Control
- Team Management
- Operations Management
- Order Management
- SAP
- Communication Management

STOCK CONTROLLER | Star Bazaar

Feb'24- Till date

- Forecast supply and demand to prevent overstocking and running out-of-stock (OOS)
- Enter purchase details (vendors information, invoices and pricing) into internal databases
- Place orders to replenish merchandise as needed
- Track shipments and address any delays
- Oversee storage of products, particularly of fragile items
- Evaluate suppliers' offers and negotiate profitable deals
- Coordinate regular inventory audits
- Liaise with warehouse staff and other internal teams to test products' quality (status upon delivery and storage conditions)
- Keep updated inventory records (including daily shipments)

WORK HISTORY

WAREHOUSE MANAGER | Reliance Retail

Aug'21- Till date

Managing warehouse operations of a retail grocery store, handling a team of 8 employees in the capacity of warehouse manager.

- Managed store employees successfully in fast-paced environment through proactive communication and positive feedback.
 - Responsible for using SAP for inwarding goods, stock updation, creating orders for indirect purchases etc
 - Oversaw upkeep of equipment and physical condition of warehouse, identifying and ordering needed repairs, renovations, and replacements.
 - Coordinated driver dispatch to accomplish daily delivery requirements.
 - Maintained established levels of goods based on sales forecasts and demand to fulfill orders on time.
 - Collaborated with manufacturing and supply chain management.
 - Coordinated with vendors to verify timely delivery of materials and supplies, avoiding delays.
 - Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.
 - Evaluated incoming shipments for quality issues and processed unacceptable materials for return.
 - Update the HO with selling and No selling and also fast and slow moving merchandise.
- Acheivements:**
- Saving of 33% on the utility expenses in the warehouse
 - Gave trainings to the team on 5S, standard operating procedures which improved the overall team productivity.

STORE WAREHOUSE EXECUTIVE | Brand Factory

Aug'18- Jul'21

Managed warehouse operations for clothing brand and led a team of 6 employees.

- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
 - Redesigned warehouse layout to accommodate new equipment, maximize space utilization, and optimize processes.
 - Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.
 - Verified quantity and description of materials received by checking merchandise against packing list.
 - Operated equipment while observing standard safety procedures.
 - Helped train new employees in safe practices and warehouse procedures.
- Achievements:**
- Achieved score of 98% for the quarterly audit done by third party.
 - Controlled the shrinkage in the store and maintained a high score in the zone.

SELF EMPLOYED | Business (Owned a Kirana store)

Nov'06- Jul'18

- Owned and managed a family Kirana store.

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EDUCATION

MBA- Retail Marketing- St Peter University, Chennai (Distance)

Mar'14-Mar'16

BCOM- Lucknow University (Regular)

May'03-May'06

IT SKILLS

Knowledge of SAP as end user.

Microsoft office- Word, Excel, Powerpoint

TRAINING

Prarambh Training in Future Group Attended three days training program on retailing.

Attended five days training program on Gurukul for self-development (Future Group).

PERSONAL INFORMATION

Date of Birth: 05/12/85

Gender: Male

Nationality: Indian

Marital Status: Married