

CURRICULAM VITAE

Suhas Lad.

MIS & Supply Chain Management

Experienced and self-motivated Assistant Manager bringing forth over eight years of experience serving as an effective MIS & Warehouse. Adept in all aspects of project management including planning, budget management, and coordinating all working parts of a project. Experienced in working with Team's & Merchant ensure all the goals of a project are achieved and met within scope and budget.

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Mob: +91 98702 51091

Kalyan, Thane, INDIA-421 306

SKILLS

MS-Office

Advance Excel

MIS

Warehouse

Supply Chain

LANGUAGES

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Marathi

Native or Bilingual Proficiency

WORK EXPERIENCE

Assistant Manager
Pine Labs Pvt Ltd.

11/2015 - 06/2024,

Achievements/Tasks

- Set up processes and streamline operations to support end-to-end solution as per SOPs.
- Oversee and manage all activities within the warehouse, including receiving, storing, picking, packing, and shipping of products.

- Monitor inventory levels and manage stock rotation to prevent overstock or stockouts.
- Coordinate with other departments to ensure timely order fulfilment and delivery.
- Supervise warehouse staff, including, training, scheduling.
- Conduct regular audits and ensure compliance with safety regulations.
- Utilize Asset tracking system (Sales Force) and warehouse management systems software tools to track inventory, shipments, and performance metrics.
- Analyse data and generate reports on warehouse activities, including inventory levels, order fulfilment rates, and operational efficiency.
- Collaborate with vendors, carriers, and other external partners to ensure smooth inbound and outbound logistics operations.
- Continuously look for opportunities to improve warehouse operations and drive process enhancements.
- Preparing MIS report for entire West Region.
- Following up with the Repair Centre and to Prepare the MIS Report Aging Cases. Monitoring the entire operations of warehouses with respect to Receipt-Delivery TAT, Inventory Management and Stock replenishment.
- Arrange couriers, invoice and Generate E-Way bill
- Stock Audit for Entire West Region.

MIS Officer

Modern Business Solution (ICICI BANK)

01/2014 - 10/2015,

Achievements/Tasks

- Product- Credit Cards (Merchant EMI)
- Preparation of EMI off Instant EMI Off us business Mis preparation MIS - Count Wise/ Merchant Wise (Pinelabs, Innovitive, CC Avenues)
- Escalation Mail :Merchant EMI Not Converted,Cancellation,Escalation For Rebooking, Escalation For Cashback /Payback
- Bills Processing, Vendor bill processing, Bill checking and raising I memo, Liaising with the internal teams such as Accounts department to get the final confirmation process for the bill.
- Recon For Aggregators, Preparing MIS on a monthly basis for Off-us partners Pine Labs, Preparing MIS on a monthly basis for Off-us partners Innovitive

Account Executive & MIS Executive

Indusind Media & Communication

06/2012 - 12/2013,

Achievements/Tasks

- Acceptance of STB registration forms, verification, issue of STBs and preparation of statement etc. related to data entry. Also checking of bank statements of collection deposit and outstanding of customers.
- MIS Report (Daily, Monthly & Quarterly)
- Handling / Supervision Day-to-Day activities of the Data entry department.
- Reconciliation of data of STB's of cable operators
- Making summery reports & final statements of all Mumbai branches.
Preparing collection Report on daily Basis for reporting to management.
- Punching & checking the collection of all branches.
(ex-pay in slip, debit & credit note etc.)
- Maintaining day to day stock record in system & MIS

PERSONAL PROJECTS

MSRTC

(06/2022 - 12/2022)

successfully Deployed 12k Pos EDC to Maharashtra MSRTC Bus

Handled End to End Supply Chain & Logistic.

NMMT

(01/2023 - 03/2023)

Successfully Deployed 1200 Pos EDC to Mumbai NMMT Bus

Handled End to End Supply Chain & Logistic

ADG Tarffic Police

(05/2023 - 01/2024)

Successfully Deployed 7k Pos EDC to ADG Traffic Police

Handled End to End Supply Chain & Logistic

EDUCATION

TY-B.COM

Mumbai University

06/2009 - 06/2012,

Mumbai

HSC

Mumbai Board

06/2007 - 12/2009,

SSC

Mumbai Board

01/2006 - 01/2007

PERSONAL DETAILS

Marital Status : Married

Date of Birth : 25th Oct 1991

Suhas Lad.