

CURRICULUM VITAE

SAURABH MUDGAL

Permanent Address

181,Ashutosh Nagar
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Career Objective-

I wish to work in challenging environment which provides ample opportunities to learn & grow, where I can utilize best of my ability and experience.

Previous Company-MAHINDRA LOGISTICS LTD

Duration-From 12th Sep 2016 till 8th Feb-2022

Designation- Executive Operation

Location- Haridwar(ITC LTD –Snacks Division/Chocolate Division)

Job Profile-Chocolate Division

- Daily Physical Stock Count v/s SAP Stock Count.
- Daily Mail Communications to concern Team for Pending Coffee Sto in SAP .
- Daily cordinaton with Snack/Biscuit Team for CO-LOADING of Vehicles for coffee Sto.
- Cordination with Transporter for placing vehicle for Chocolate Sto,there by ensuring maximum Vehicle Utilisation along with courier persons for coffee sto.
- Ensuring Error free PSV(Physical Stock Verificaton) on monthly basis.
- Manpower Distribution as per Requirement.

Job Profile-Snacks Division

- Cordination with Dispatch Supervisors to Load maximum no of Trucks as per the scheduled plan in the shift
- Cordination with Receiving Supervisors to offload maximum no of Trucks carrying Noodles/Snacks CFC in pallets from the Production bay.
- Cordination with Production Supervisors to pick maximum material in palletized form of Noodles/Snacks ,there by avoiding any situation of Jam in production bay.
- Generating Tag's with the help of SAP,once physical pallets are being offloaded from the Trucks and generating Putaway of the same and moving the pallets to the concern bins in the W/H.
- Genrating Excise Invoice by doing PGI (POST GOODS ISSUE)in SAP,there by generating Online Waybills for respect'ive Locations .
- Cordinating with Security Gate Persons regarding inward movement of Empty Trucks required for loading as per the STO Plans.
- Sending Placement status report of loaded Trucks to customer on hourly basis during entire shift .
- Act as a Single point of Contact for Transporters and concern shift Incharge of Noodle/Snacks during the entire shift regarding anny issues .

Previous Company-DHL SUPPLY CHAIN INDIA PVT LTD

Duration-From 1st Dec 2015 till 1st Aug 2016

Designation-Senior Executive Operation

Location- GURGAON

Job Profile

- Coordination with Seller's of Snapdeal/Ask Me Bazar/Paytm and Bluedart team regarding issues related to Timely inwarding as per TAT Defined.
- Coordination with team of Snapdeal/Ask Me Bazar/Paytm and Bluedart team regarding issues related to Quality check as per TAT Defined.
- Maintaining Daily basis report pertaining to Inwarding/Qc/RTO for all customers being live in the Warehouse.
- Coordination with inventory team and Dispatch teams on daily basis for smooth functioning of Operations within the Warehouse.

Previous Company-INGRAM MICRO (INDIA) PVT LTD

Duration-From 28th Jan 2008 -23rd Nov 2015

Designation-Sr Associate Operation

Location- NEW DELHI

Job Profile(Inward Section)

- System checking for Purchase Order's
- After PO checking , SKU checking is done
- Confirming Physical team to offload the vehicle after system clearance of PO.
- After unloading and physical checking of mtl against invoice ,sticking of SKU on the individual box is done.
- Once Acknowledgment on the POD ,and entry in Inwarding register is done system entry is taken care accordingly.
- Coordination/communication with buying and sales team for any sort of refusal/damage shipments against Vendor PO's .
- Ensuring that after system entry of mat against purchase/branch transfer, said qty as per invoice is being moved further to its BIN LOCATION .
- Maintaining Goods return Register/damage register on daily basis.
- Coordination with floor/billing /dispatch/ibst team regarding any further inwarding issues.

Job Profile(Ibst section)

- To be the single point of contact for all matters related to stock transfers,including any sort of new implementations into our system and act as a Regional Champ for North India .
- Ensure 100% error free dispatches of stocks against live orders within a pre set time to ensure timely connectivity .
- To coordinate with transporters for providing appropriate vehicle as per the volume and nature of orders and coordinating with the product team for freight related issues.
- To ensure that all statutory documents pertaining to stock transfers are maintained properly along with deliverychallans for all goods going out of w/h are in proper order .
- Coordination withcouriers for ontime delivery of material as per transit time to our various branches across country along with Coordination with product /sales team for

managing smooth flow of dispatches as per there requirements.

- Waybill management-manual as well as online ,freight management and claims management handling

Previous company-REDINGTON(INDIA) LTD

Duration-From 7th August 2006-28th Jan 2008

Designation-Executive SCM

Location- NEW DELHI

Job profile.

- Ensuring continuos running of Invoices and Proper Scanning of Material..
- Hand over of invoices to the transporter, there by ensuring that transporter picks up the correct material as per the invoice.
- Coordination with sales person ,partners and transporter regarding deliveries.
- Proper checking of tripsheets./Invoices.
- Ensuring error free dispatches of all stock transfers
- Waybill management
- Coordinating with couriers regarding the on time delivery of stock transfers as per the stipulated transit time.

Previous Company-SAFEXPRESS PVT LTD

Duration-From 1st Jan 2004 to August 2006

Designation-Executive Customer care

Location-JAIPUR(1stjan -15th Dec2004) & CHANDIGARH(18th Dec - 6th Aug 2006)

Job Profile-

- Handling Corporate Enquiries And Complaints of Internal and External Customers from all over India along with timely generation of **SAR(SERVICE ANALYSIS REPORT)** on Daily & monthly basis & submitting them to respective clients and head office.
- Cordinating with vendor,Delivery Department and customers for ensuring on time and smooth deliveries-**FOR INBOUND CNMTS**
- Cordinating with operation department, transhipment hubs and delivery gateways for smooth deliveries there by sending PREALERTS-**FOR OUTBOUND CNMTS**.
- Cordinating with Franchises for local pick ups –all over chandigarh which includes entire area of chandigarh /mohali /zirakpur /Derrabassi /Panchkula and Manimajra .
- Conducting Routine inspection of warehouse to ensure the availability of physical stock,stockconditions and documentations at warehouse,there by coordinating with operations Department.

QUALIFICATION-

Academic Qualification-

Graduation in commerce from PG College Rishikesh,affiliated to GarhwalUniversity+MBA from O.I.M.T Rishikesh affiliated to CCS University + Diploma in **Tourism Management** from IITTM ,Bhubaneswar,Dept Of Tourism,Govt Of India with specialization in **AIR CARGO**.

PERSONAL PARTICULARS-

- Father's Name - Dinesh Kumar Mudgal
- D.O.B - 09/01/1980
- Marital Status - Married

Looking for an opportunity in your esteemed organization..

Place

Date

Signature