

PRITAM DAS

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WAREHOUSE & DISPATCH PROFESSIONAL

PROFILE SUMMARY

- A goal driven leader with **7+ years** of extensive experience in Warehousing, distribution and Dispatch operations.
- Expertise in warehouse and Dispatch operations like dispatch, stock management, MIS, loading, housekeeping and transportations.
- Completed **PGDM in Marketing & Port Shipping Logistic Management** from AIMS, Bhubaneswar, Odisha
- Working in **EMAMI PAPER MILLS LTD.**, Balasore in Logistic Department & taking care of Warehouse and Dispatch operation.
- Well versed in SAP /MIS/MS-Office-Excel and Word.
- A passionate learner who seeks out new challenges in organizations of repute.

CORE COMPETENCIES

Warehousing Operations

1. Stock Accounting
2. Stock Auditing
3. Inventory Management

Dispatch Operations

1. Billing Process
2. SAP SD
3. Safety Compliance

Logistics Operations

1. Shipment Planning
2. Documentation
3. Loading Efficiency

EMPLOYMENT HISTORY

Organization: EMAMI PAPER MILLS LTD.

Period : Nov'14 to Present

Designation : Logistic Officer-Warehouse & Dispatch

Location: Balasore-Odisha

Company profile: Emami Paper is a part of Emami Group, which possesses diverse business interests in FMCG, edible oil, paper, writing instruments, healthcare, retail departmental stores and real estate. The company specializes in the manufacture of newsprint, writing and printing paper and Multilayer Coated Board. The plant capacity is 3.4 Lakhs TPA.

Job Description:

- Handling dispatch volume of 3.5 lakhs TPA from Balasore plant to PAN India.
- Warehouse management with FG receiving and FG storing with proper Barcoding.
- Maintaining stock of SAP for dispatch according to customer needs.
- Daily coordination with all zones like EAST, WEST, and NORTH & SOUTH and distribute the materials as per the customer urgency.
- Looking after the overall activities of WIP and planning the party material
- Inventory and dispatched Management.
- Co-ordination with Netique /Production/IT/QC- department for Planning
- Planning and executing the customer's orders.
- Daily coordination with 20+ transporters and deploy the vehicles placement against indents.
- Maintaining and reducing unsold stocks.
- Trained the workforce periodically on workplace safety
- Implementing Standard Operating Procedure (SOP) for planning.
- Dispatch 650mt+ material per day and arrange vehicle for different destination.

- Maintaining and supervise 100+ labouars and 16 supervisor for quantity and quality warehouse management and dispatch of material against order.
- Arrange vehicles placement as per the orders.
- Focused on maximum vehicles space utilization and increase lodability.

ACADEMIC CREDENTIALS

- PGDM , Marketing & Port Shipping Logistic Management from AIMS (AICTE) ,Bhubaneswar-Odisha
- Graduate in BHM (Utkal University) , Bhubaneswar
- 12th in Science from CHSE ,Odisha

PERSONAL DETAILS

- Father's Name : Pramod Kumar Das
- Date of Birth : 21th March 1988
- Languages Known : English, Hindi & Odia
- Marital Status : Married

Place: Balasore

Pritam Das