

Sachin R.Tiwari

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Objective:

Seeking excellence in the chosen professional field through self-motivation, hard work and augmentation of core skills requires for effectively delivering the goods. Believe strongly in the concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibilities.

Profile Brief:

Worked as Ware House In- charge in HariSai Packaging, Bhiwandi,Thane

Area of Expertise:

- liaising with customers, suppliers and transport companies.
- Coordinate and monitor the receipt, order, assembly and dispatch of goods.
- Use space and mechanical handling equipment efficiently, making sure quality, budgetary targets and environmental objectives are met.
- Have a clear understanding of the company's policies and vision and how the warehouse contributes to these.
- Coordinate the use of automated and computerised systems where necessary.
- Respond to and deal with customer communication by email and telephone.
- Keep stock control systems up to date and make sure inventories are accurate.
- Plan future capacity requirements.
- organize the recruitment and training of staff, as well as monitoring staff performance and progress
- Motivate, organise and encourage teamwork within the workforce to ensure productivity targets are met or exceeded.
- Produce regular reports and statistics on a daily, weekly and monthly basis.
- brief team leaders on a daily basis
- Visit customers to monitor the quality of service they are receiving.
- maintain standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely
- oversee the planned maintenance of vehicles, machinery and equipment
- Where appropriate, oversee the maintenance and operation of warehouse management systems and automated storage and retrieval systems.
- Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
- Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.

Academic Credentials:

- 2002 Master of Commerce from Pune University.
- 2000 Bachelor of Commerce from Mumbai University.

Computer Proficiency:

- **MSC-IT**

Personal Details:

- **Permanent Address:**B/402 Gokul Dham Manpada Road,Near Agrawal Hall Ayodhya Nagar,Dombivali East,421201
- **Date Of Birth** :28-11-1976
- **Gender** :Male
- **Father's Name** :Ramanad Tiwari
- **Martial Status** : Married with two children
- **Languague Known** : Hindi,Marathi,English
- **Notice Period** :Currently Serving Notice Period
- **Total Exp** : 18 Years
- **Current CTC** : 3 Lakhs
- **Expected CTC** : 4 Lakhs

Declaration

I hereby declare that all the particulars stated in this form are true to the best of my knowledge and belief.

Date:

[Sachin Tiwari]

Place: Mumbai

