

PRASHANT SHIRKE



✉ prashant_s601@yahoo.co.in

☎ +91 9769224404

Senior Professional
Supply Chain & Warehouse Management | Domestic Logistics Operations | Compliance & Documentation

Sr.Executive Profile

- ❖ A senior professional with **18 years** of experience with hands-on experience **Supply Chain Management, Sourcing, Warehouse Operations, domestic Logistics, Operations & Transportation in automobile & Electronic Components industry across Pan India.**
- ❖ Greatly enhancing efficiency in documentation related to International ocean and air freight processes, centralizing information, and highlighting best practices across globe.
- ❖ Evaluated International logistics for multiple Indian Navy projects by International outsourcing across Sweden, Singapore & Finland, Hong Kong, UK & USA parent companies.
- ❖ Successfully complying with state and local warehousing, material handling, and shipping requirements by studying existing and new legislation enforcing adherence to requirements and advising the management on needed actions.
- ❖ Drove the development and cultivation of positive business relationships with the company's logistics customers and vendors; directed pricing and performance reviews to identify service and revenue improvement opportunities and manage costs.
- ❖ Identified and implemented warehouse efficiency plans resulting in a targeted annual labour reduction cost; developed and implemented performance and quality improvement programs, redefined warehouse positions and established hourly production standards.
- ❖ Partnered with strategic freight providers to mitigate supply chain risks, identified alternative carriers operating via non-union port, maintained constant communications with all stakeholders.
- ❖ Excellent interpersonal, leadership, analytical and negotiation skills with proven track record of utilizing process-oriented approach towards accomplishment of cost, profit & organizational goals.

Key Impact Areas

Strategic Planning & Leadership	Logistics
Inventory Management	Transportation Networks
Forecasting & Capacity Planning	Business Transformation
Vendor Sourcing, Development & Performance	Warehouse Inventory Management
Manpower Planning	Team Building & Leadership



Excellent track record of driving excellent performance across career

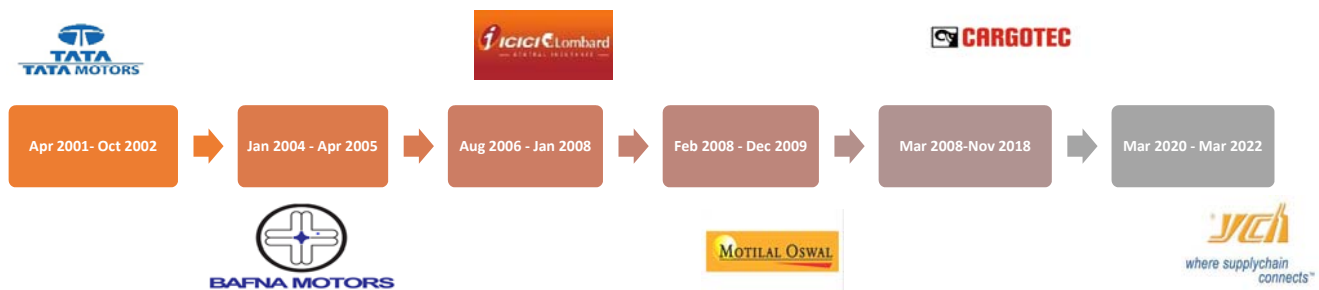
Academic Details

Post Graduate in Foreign Trade Management from Welingkar B.Com. from Mumbai University.
HDSE from Aptech Thane.

IT Skills

MS Office, ERP & SAP

Career Timeline



Achievement :

- ❖ Provided SAP training to engineers.

Professional Experience

From March '20 – Mar 2022: YCH Logistics India Pvt Ltd., Asst Manager Warehouse

- ❖ Inspecting incoming goods as per the Invoice documents received from overseas & domestic suppliers.
- ❖ Coordinated with CHA & DHL for clearance of import shipments by providing them required documents on time & get the shipments cleared.
- ❖ Basic Knowledge of Pre & Post Documentation.
- ❖ Completed GR of import shipments received from overseas parent companies and forwarded to tax consultant.
- ❖ Prepared GR of local material received in SAP & forwarded the documents for payment.
- ❖ Allocated bin in SAP & kept the material correctly for easy access in time.
- ❖ Good knowledge of packing of shipments.
- ❖ Regular tracking of inventory of Mumbai warehouse as well as for remote locations to avoid shortage of material.
- ❖ Forecasting of material for Mumbai warehouse & remote locations by tracking daily flow of material.
- ❖ Coordinating with sales for requirement for stock of material to fulfill the requirements of customers.
- ❖ Recording dispatches of shipments & tracking till door deliveries.
- ❖ Verifying import checklist, HSN codes & import duty charged.
- ❖ Coordinating with delivery team for delivery of shipments within Mumbai.
- ❖ Prepared E way bills for below transactions.
 - a). Local, Intra state and Inter State Stock Transfer Order's.
 - b). Regular local dispatches and pick up of material in Mumbai & remote locations as well.
 - c). For import shipments in coordination with CHA.
 - d). For Export shipments via DHL.
- ❖ Coordinated with overseas asset management team for maintaining inventory level.
- ❖ Coordinating with trade compliance team for KYC related issues till shipment gets cleared.
- ❖ Completed GR in Sap for returned material from Remote & Mumbai locations as well.
- ❖ Daily Coordinating with CHA for import shipments till it reaches Mumbai Warehouse.
- ❖ Knowledge of preparing export documents of non-commercial shipments & booking them for pick up for exporting via DHL.

Mar'10 – Nov'18: Cargotec India Pvt. Ltd., Navi Mumbai as Stores & Warehouse Operations.

Stores & Warehouse Operations:

- ❖ Inspected incoming goods as per the Delivery Challans & Invoice documents received from the supplier with warehouse team.
- ❖ Prepared GRN of the material received to get in updated in SAP system & forwarded the documents to Finance for payments after taking necessary approvals.
- ❖ Arranged material in Racks & Storage bins with warehouse team as per the SOP's of the company.
- ❖ Taken inventory count on weekly & monthly basis with warehouse team & submitted reports to Managers.
- ❖ Maintained hard copy of records for yearly audit purpose.
- ❖ Maintained Excel data base of the material location wise so that its easily accessible any time.
- ❖ Coordinated with Service team for warranty related materials & arranged the material ASAP to reduce break down time of Equipment's.
- ❖ Issued warranty material & documents to Service team for local sites & arranged the material by properly packing & dispatching to send it to out stationed customers.
- ❖ Sent quotation to customers for service related jobs
- ❖ Generated Service Invoice in SAP for sale transactions & shared record with Finance team.
- ❖ Coordinated with transporters & courier for smooth functioning of dispatch process to get material dispatched in time.
- ❖ Generated dispatch documents and shared e-Way Bill to Courier & Transporter according to the weight & dimension of the consignment.
- ❖ Shared dispatch details with Sales & Service team & tracked consignment till it reaches the door of the customer.
- ❖ Conducting weekly physical count of site & In-house inventory to reconcile with the system.
- ❖ Generated branch transfers in SAP to make material available according to requirements of customers at various sites.
- ❖ Recorded all outward record of material by preparing Delivery Challans if any sent for repair or on Sample basis.
- ❖ Maintained proper storage of heavy material by oiling & greasing to avoid rusting of parts with the help of technical Team & repacking it.
- ❖ Sending heavy engine parts by sending to vendor by company's vehicle for cleaning & required process for Engine Overhauling.
- ❖ Maintaining record of diesel in register & excel to avoid loss of time in Engine & Transmission assembly.
- ❖ Maintaining record of diesel consumed by vehicle with KMS.
- ❖ Maintenance of material handling equipment's to avoid loss of time.
- ❖ Coordinated with Service team for resolving queries related to SKUs, complex distribution networks, nature of demand, high cost of stock out in terms of loss of sales, overstocking & understocking, and so on.
- ❖ Took new initiatives and streamlining the system and procedures, establishing effective inventory control for slow, non-moving & obsolete material ensuring ready availability of materials to meet the targets
- ❖ Adhered with store's SOPs, conducting regular audits and physical stock verifications and complying with all legal requirements/ licenses for the warehouse
- ❖ Administered the disposal of scrap & obsolete materials at the best possible market price
- ❖ Adopted best storage practices & preservations to prevent items from any damage
- ❖ Drove (inbound & outbound) logistics operations encompassing new route identification, fleet management and negotiation with freight forwarders for timely delivery of the orders
- ❖ Identified other modes of transport for domestic distribution via roads for sustainability of dispatches
- ❖ Directed the sourcing of all logistics services entailing custom clearance, primary delivery, warehousing, secondary distribution, spare parts management and reverse logistics; representing company in personal hearings to customs for resolving custom clearance issues for Import & Export
- ❖ Liaised with CHA, Freight Forwarders Transporters & Movers, and so on from time-to-time for getting better service and remaining up to date.
- ❖ Maintained healthy relationship with overseas vendors and local suppliers, freight forwarders, trucking companies, carriers, shipping lines & 3PL Logistics service providers
- ❖ Controlled day-to-day supplier performance, conducting rejection analysis & initiating corrective action at supplier end for meeting cost, delivery & quality norms; generating various reports and sharing with the management
- ❖ Generated and shared MIS reports on key metrics, non-moving item report, perpetual inventory report, consumption variance report, scrap generated data report, daily shortage items report and so on.
- ❖ Led, trained & monitored the performance of team members to ensure efficiency in operations; arranging meetings to address problems or issues.

Purchase :

- ❖ Coordinating with sites & warehouse for daily requirement of spare parts.
- ❖ Sourced vendors according to the sites requirements & visited the vendor's premises with technical team for evaluation of spares & service.
- ❖ Consolidating all the requirements to respective vendors for getting quotes.
- ❖ Coordinating with sites & Warehouse technical team for genuine spares.
- ❖ Negotiating with the vendors for pricing & delivery time of material as per priority.
- ❖ Getting the quotes approved from Manager & place the requirement.
- ❖ Follow up with the vendors for delivery of the material at warehouse or sites on time as per priority to avoid breakdowns.
- ❖ Organize & maintain vendor's records for future requirements.
- ❖ Coordinated with accounts department for timely payment of suppliers.
- ❖ Scheduled meetings with vendors & built up repo for smooth functioning of business transactions.

Administration :

- ❖ Experience in booking domestic & International Air tickets for Service Manager, Engineers/Technicians through CWT (Carlson Wagonlit Travel) software.
- ❖ Knowledge of Visa process & Hotel bookings Pan India & abroad.
- ❖ Arrangement of all travel tickets, hotel accommodation prior to Engineer's travel.
- ❖ Management of Corporate guest, housekeeping, security staff & drivers.
- ❖ Cab arrangement for Service Manager, Engineers/Technicians for site visits in Mumbai.
- ❖ Taken care of printing of Engineers I Card, Access cards, corporate email id's, corporate bank accounts, corporate sim cards.
- ❖ Taken care of Warehouse Electricity bill, Telephone bill, corporate number bill & other activities.
- ❖ In case of foreign tour made arrangement of currency/credit card in coordination with accounts with proper approval of Managers.
- ❖ Booking of Train tickets across India for Service Manager, Engineers & Technicians specially in **Tatkal time**.
- ❖ Arrangement of outstation local travel from hotel to site & back.
- ❖ Having knowledge of preponing, postponing & cancellation of flight tickets depending upon engineer's service tour schedule.
- ❖ Handled consumables for Engineers/technicians & stationery required for Service team.
- ❖ Organizing of Meetings, birthday events & festivals in Warehouse.
- ❖ Arrangements of firefighting training for warehouse team in coordination with Safety officer.

Service Coordinator:

- ❖ Shared tariff sheet/ Quotation with customers pertaining to Repair, Inspection, AMC & Overhauling jobs in discussion with Service Manager & follow-up till acceptance.
- ❖ Checking vessel ETA & ETD on particular port website & also coordinating with the vessel agent for allocation of engineer.
- ❖ Allocating engineers/technicians for Commissioning & Installation jobs as per instruction of Service Manager.
- ❖ Allocated Sap numbers (Job no.) to Engineers/Technicians before leaving for site.
- ❖ Generated and shared e-Way Bill related to material dispatch & other transport related documents
- ❖ Conducted site visit (out of cities) arrangements includes hotel booking and travel booking of Engineers & engineers site visit time consumption for payroll purpose in SAP
- ❖ Arranged port entry passes of engineers & tools.
- ❖ Prepared GST Service Invoices in SAP related to Inspection, repair & Overhaul jobs.
- ❖ Maintained Machine master data in excel like (Customer name, M/c Model & Serial number, Commissioning & Installation date.
- ❖ Maintained different files for warranty machines & chargeable visits.
- ❖ Making arrangements for dispatch of Machine Manuals & Commissioning & Installation certificates to sites & get it acknowledged by customer.
- ❖ Follow up with customers for Service payments.
- ❖ Coordinated with accounts for Internal & External audit; followed up for payment with the customers & vendor payments
- ❖ Addressed & resolved warranty related complaints & arranged warranty parts through SAP by coordinating with warehouse & purchase team
- ❖ Interfaced with factory for returning back the warranty related failed material to factory for Indital machines & Kalmar parts to international countries respectively
- ❖ Maintained month-wise records of tracking Service Invoice details & failed material received from customer
- ❖ Tagged failed material received from site & storage of warranty material to make it available to engineers
- ❖ Steered admin. related activities in workshop & special tools required by engineers by coordinating with purchase department, petty cash for local purchase.
- ❖ Taken care of infrastructure & Automation through annual Capex requirement.
- ❖ Taken care of Warehouse by undertaking repair works in warehouse & issuing Work Orders by coordinating with purchase team.

Highlights:

- ❖ Directed and coordinated comprehensive logistical and reverse logistical functions for product life cycles, including acquisition, distribution, internal allocation, delivery, recycling, reuse and final disposal of resources
- ❖ Collaborated with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping; analyzed the financial impact of proposed logistics changes such as routing, shipping modes, product volumes, mixes and carriers
- ❖ Participated in strategy making for developing route plans; direct-to-trade delivery and OEM-to-Trade; reduced transportation loss and detentions
- ❖ Directed the development of SOPs on outbound logistics, policy formulation & their implementation
- ❖ Brought down the logistics operations cost through various innovations & Transportation Discrepancy Report (TDR) effect
- ❖ Improved customer service levels across key accounts by reducing out of stocks, days of stock and meeting customer-specified delivery requirements.

Feb'08 – Dec'09: Motilal Oswal Securities Ltd., Malad as Customer Support Executive

Solved customer queries related to Shares & Banking transactions by inbound, outbound calls & emails as well.

Aug'06 – Jan'08: ICICI Lombard General Insurance, Mumbai as Back Office Executive

- ❖ Managed issuance of Policies to customers by coordinating with Sales & Finance; Settlement of Non-Motor policy claims.- (Fire, Marine, Non-Marine & Weather Conditions)
- ❖ Administered dispatch of insurance policies & maintenance of daily MIS of policies issued.

Jan'04 – Apr'05: Bafna Motors Pvt. Ltd., Thane & Nerul as Customer Service Executive

Spearheaded registration of vehicle complaints in TATA Motors software, generated daily reports & MIS for sending to concerned authorities.

April'01 – Oct'02: TATA Motors (World Trade Centre – Colaba) as Customer Service Executive

Attended customer queries through telecom & diverted to nearest dealer in their locations; generated daily reports & MIS of queries received from customers.



Personal Details

Date of Birth: 21st April 1980

Languages Known: English, Hindi & Marathi

Contact Address: 1st Floor ,Flat no. 106 . Sjri Ram Parna Kutir,Pakhadi Kharegaon , Kalwa(West) Thane