# RESUME.

# Permanent Add:

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# Rinku Kumar

Objective: A position where my experience would be of value, and to work in an environment where I can progress by accepting greater responsibilities and newer challenges.

**Career History**

Current Location – Ghana (Accra).

Warehouse Manager – August 2018 – Present.

Company Name – Imexco Ghana ltd.

Company profile – Importer and Distributor of champagnes spirits and wines, juices, mineral water, coffee and energy drinks.

**Duties;**

Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse.

Preparing Delivery preshipment accordingly purchase order.

Maximizing space usage within the warehouse.

Looking after the transportation of goods into and out of the warehouse.

Repairing warehouse equipment breakdowns.

Shipment loading and transferring.

Working with supervisors to improve staff performance.

Setting aside storage areas for new stock.

Developing and implementing SOPs for the warehouse.

Investigating any inventory losses.

Update job card on daily bases.

Operating automated warehouse storage and retrieval systems.

Planning future warehouse capacity requirements.

Ensuring products are stocked correctly and safely.

**Past Career**

**(1)** **Worked with A&A Earthmover’s PVT.LTD (A dealer of JCB India ltd.)**

(As Asst. Store Incharge.) 2007-2010, D-9, Sector- 2 Noida.

#### Company Profile:

North India’s Largest Construction Equipment Dealer for JCB INDIA LTD.Which serves sales, service & spares in Uttar Pradesh & Uttarakhand. A & A Earthmovers provides whole range of Construction Equipments, along with value added services through trained Service Engineers on site repairs and maintenance.

**(2)** **Worked with Alchemist foods ltd**.

May 2010- Oct 2014: Chicken Slaughtering & Processing in “ALCHEMIST FOODS LIMITED” Banmajra (Punjab).

**Company Profile:**

**ALCHEMIST FOODS LIMITED** (Formerly Known as Toubro InfoTech and Industries Limited) is one of the leading groups of industries in North India, having diversified Operations in Pharmaceuticals, Food Processing, Steel, Media, Floriculture, and International Trading.

**Designation: Supervisor Warehouse.**

**Reporting To: - Logistics Manager.**

**Responsibilities:**

Receiving material from production batch wise as per transfer report.

Stacking material as per pre-decided location and ensuring space utilization.

Receiving Indent from Stores by mail.

Checking & receiving stock from outside cold store locations against D.C.

Analyzing availability against Indent and inform to seniors.

Responsible for maintaining FIFO in Warehouse.

Dispatch stock as per Indent Order.

Preparing daily and monthly MIS and circulate to all concerns

Responsible for stock accuracy at store level and maintaining cleanliness.

Maintaining all dispatch record related registers and files.

Responsible for maintaining KFC dispatch & Quality related reports.

Responsible for maintaining vehicle wise trip sheet and complete inward & outward documents.

Preparing daily and monthly dispatch MIS and circulate to all concerns.

Preparing daily and monthly Logistics MIS.

**(3)** **Worked with Vanango trading lda (Angola –Luanda) Central Africa** as a Warehouse Manager. (November 2014 – July 2018)

**Company profile :- Importer and Distributer of Frozen Meat and dry food.**

#### EDUCATION

### Graduate (B.A Pass) from (H.P) University Shimla.

12th from H.P Board Dharamshala.

10TH from H.P Board Dharamshala.

MY MAJOR STRENGTHS:

Interested in Learning.

Quickly adopting new methodology.

Fulfilling commitments.

Good way of customer handling.

Sincere, hardworking and dedicated to my duties and responsibilities.

Self-motivated and responsible.

### COMPUTER SKILLS

WMS, Windows 98, DOS, M.S. Office, Excel, PowerPoint, Internet.

PERSONAL DETAILS

Name : Rinku Kumar

Date of Birth : 25th Jan.1985

Father’s Name : Sh. Daryodhan Singh

Marital Status : Married

Nationality : Indian

Hobbies : Listening soft music

Date…………….

Place…………… Rinku Kumar