



Surajit Sengupta

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Professional Summary

Experienced professional with 14 years in Warehouse Operation, Logistics, Supply chain, Distribution and Customer service. Highly successful in new facility setup, operations ramp up, driving process improvement, cost savings as well as improving on organizational productivity and performance. Seeking to contribute to a reputable organization that values talent and promotes a positive work culture.

Skills

- Inventory Management
- Budgeting & Forecasting
- ERP Transition
- Warehouse Management
- Supply Chain Management
- Cost Optimization
- Operational Efficiency
- MS Office Excel
- Strategic Planning
- Safety & Compliance
- Ability to Multitask
- Effective Communication

Experience

Branch Incharge

Mapra Laboratories Pvt. Ltd. - Guwahati

Jan'2025 to Current

➤ Responsibilities: -

- Managed Branch operations encompassing Sales, supply chain & distribution record keeping & maintenance.
- Coordinated with distributors regarding delivery and collection.
- Generate multiple reports for delivery to Head Office.
- Work closely with Sales Team.
- Ensure Safety Compliance & Legal document available as per regulation.

Warehouse Manager

Entero Healthcare Solutions Limited – Guwahati

Jan'2022 to Jan'2025

➤ Responsibilities: -

- Streamlined Entire Warehouse Operation process: Transitioned from a manual tracking system to a systematic mechanism including manpower utilization and time efficiency.
- Optimized Inventory and Logistics: Developed and implemented systematic process for inbound logistics, inventory management and outbound dispatch.
- Efficiency Improvement: Identified and addressed inefficiencies within existing workflows, resulting in optimizes resource allocation and streamlined operations. Successfully increased productivity while maintaining or reducing operational cost.
- Team Management: Built and managed a high performing team, providing training and support to ensure effective utilization of system.
- Coordinated with distributors on diverse issues such as delivery and collection.
- Generate and delivered comprehensive reports to H.O. using MS Office tools.
- Sent comprehensive sales data to the senior management and sales team every day.
- Facilitated accurate GRN and STN processing.
- Processed orders as per guidelines and ensured LR updates in system after dispatch.
- Coordinated with courier to ensure timely dispatch of goods to the customers.
- Ensure alignment between inventory records and physical stock level.
- Finalized Claim settlements in less than 30 days.
- Excelled in tracking and recording collections in the system.

- Conducted monthly verification of transport and courier bills.
- If short/damage goods received or delivery from/by the transporter, coordinate with surveyors and insurance company to recover loss amount.
- Recorded all expenses vouchers and forwarded to H.O.
- Organized and forwarded monthly attendance summaries to H.O.
- Maintained Safety Compliance and Legal documentation according to regulation.

Asst. Manager – Accounts & Inventory
Sumax Engineering (P) Limited – Gurugram

Jan'2017 to Jan'2022

➤ Responsibilities: -

- Participated in implementation of Focus (ERP) software. Trained team members on the new system, leading to enhanced process integration, data accuracy and operational transparency.
- Verified invoices to ensure alignment with purchase order.
- Executed reconciliation process for E-Waybill.
- Raised Purchase Order based on requirement.
- Ensured accuracy and standards of inbound shipments.
- Record received of materials in system.
- Prepared purchase voucher for timely payment processing.
- Verified accuracy of production entries.
- Processed debit & credit transaction efficiently.
- Generated indent aligned with past sales trends.
- Executed monthly stock verification processes to uphold inventory standards.
- Managed and planned inventory effectively.
- Submitted audit reports to Head Office.
- Delivered essential reports to Head Office.

Depot Officer
Ipca Laboratories Limited - Guwahati

Sep'2013 to Nov'2016

➤ Responsibilities: -

- Optimized ITM (ERP) Software performance.
- Executed order punching efficiently.
- Processed collection and payment entries for tax invoices.
- Prepared stock transfer notes and goods received note in system.
- Processed sale return and expiry return entries after physical verification.
- Distributed promotional input and sample to marketing team.
- Kept track of products nearing expiration and those with slow movement, reporting periodically to the sales team and manager.
- Removed expired stock from system and quarantined physically.
- Ensure all the goods as per bill are dispatch within 24 hr.
- Concentrated on dispatching new products and scheme products.
- Tracking of all stocks in transit and follow-up with transporter for faster delivery.
- Indent prepare and send it to Head Office.
- Monitored processes to ensure zero detention of products.
- Conducted monthly physical stock audit to ensure inventory accuracy.
- Checked and confirmed vendor, transporter and courier bills details.
- Interaction with Sales team & providing sales related data to senior managers.
- Email monthly closing reports to Head Office.
- Prepared monthly bank reconciliation statement.
- Submitted monthly returns to sale tax department.
- Collected C' Forms from outstation parties for submission to sale tax department.
- Managed regular acquisition of road permits from sale tax department.
- Conducted annual preparation of trial balance, balance sheet and audit report.
- Submitted annual report to sale tax department online.

CFA Incharge

Eli Lilly Co. (India) Pvt. Ltd - Guwahati

2010 to Sep'2013

➤ Responsibilities: -

- Implemented SAP online software to enhance workflow processes.
- Generate billing process efficiently.
- Updated Head Office on near expiry and expired items.
- Coordinated interaction with all stockiest.
- Managed warehouse operation, overseeing stock inward and outward.
- Performed regular inventory checks.
- Maintained optimal stock levels.
- Managed inventory efficiently.
- Oversaw team operations effectively.
- Monitor expired product destruction process and report send to Head Office.
- Facilitated communication between field force and senior managers regarding sales metrics.

Personal Information

Father Name : Bapi Sengupta
Date of Birth : 26th August 1989
Marital Status : Married
Languages Known : Bengali, Assamese, Hindi & English
Permanent Address : Pandu 6 No F.G. Colony, P.O.-Pandu, Kamrup (M), Guwahati,
Assam, Pin-781012

Education

B.Com (2010)
K.C. Das Commerce College, Guwahati

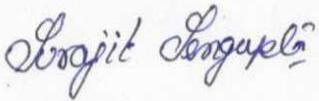
Objective

Looking for a long-term professional organization where talent is acknowledged and salutary working environment is provided. Working in an office where face challenges and work for the betterment of the company & for my achievement in life.

Declaration

I hereby declare that the above-mentioned statements are true and correct to the best of my knowledge and belief.

Place: Guwahati



Signature
Surajit Sengupta