

CONTACT

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EDUCATION

- **Bachelor of Commerce (B. Com)**
Pune University, 2006

SKILLS

- Warehouse Management
- Dispatch Logistics Management
- Inventory Management
- Process Optimization
- Cost Reduction
- Regulatory Compliance
- Team Leadership
- Data Analysis and MIS Reporting
- Manpower Handling
- Problem Solving
- Quality Assurance
- Risk Management
- Excise & Customs knowledge
- GST Compliance knowledge
- Material Safety Data Sheet (MSDS) Management
- Quality Management Systems
- Good Manufacturing Practices
- Good Documentation Practices
- SAP ERP (MM & SD Modules)
- Tally ERP
- Microsoft Office-Excel & Word

CERTIFICATIONS

- **MSCIT – 2002**
Sandesh Computer Institute
- **Tally- 2005**
Aptech Computer Education
- **Internal Auditor ISO 14001:2015 and ISO 45001:2018 – 2021**
BSI Training Academy
- **Internal Auditor Techniques ISO 19011:2018- 2023**
STEERZMAN
- **Import Export Webinar participant-2023**
GCM Worldwide
- **Food Safety Training and Certification (FoSTaC)- 2024**
FSSAI
- **Warehouse Management in Logistics & Supply Chain Management- 2024-UDEMY**
- **International Logistics & Transportation in Supply Chain- 2024 -UDEMY**

AJIT TANHAJI DESHMUKH

Warehouse, Dispatch, and Logistics.

PROFILE SUMMARY

I am an experienced Warehouse Management and Dispatch logistics Professional with 15+ years in logistics, supply chain, inventory control, GMP, GDP, Excise, Customs, and team leadership. Proven record in enhancing efficiency, cutting costs, and improving processes. Skilled in compliance, inventory strategies, and leading cross-functional teams. Ready to drive success in a dynamic organization.

WORK EXPERIENCE

OmniActive Health Technologies Ltd., (EOU)Pune. **Warehouse & Logistics Expert, Apr 2015 – Present**

1. Managed receipt of raw materials, packing, solvents, and consumables following SOPs, ensuring accurate documentation in SAP and conducting quality checks (physical condition, shelf life, quantity, grade, weight).
2. Verify the documents and Submit Goods Receipt Notes (GRN), Tax Invoices, e-way bills, and other documents to Finance for processing.
3. Ensured the dispensing of raw materials as per Process order (PO)/BMR and issued packing materials against Process order (PO)/BPR. Complied with filling BMR and BPR records as per GDP and ensured timely provision of materials to production, adhering to cGMP standards.
4. Collaborated cross-functionally to resolve discrepancies and maintained precise inventory records for streamlined operations.
5. Ensured proper storage of materials based on their label status (Quarantine, Approved, Rejected, Storage Condition), adhering to protocols and maintaining accurate inventory records.
6. Ensured timely recording of finished goods (FG) receipts from production and external locations (JW/3P), maintaining up-to-date inventory records and coordinating with QA/QC for timely release.
7. Managed FG storage in designated areas with category and batch-wise segregation, conducting accurate stock accounting in SAP/book records.
8. Stored RM, PM, and FG as per temperature conditions, monitoring records while adhering to cGMP standards and handling materials per MSDS instructions.
9. Completed strapping, wrapping, labeling, and palletization of FG promptly.
10. Stored returned items, expired, rejected, and damaged materials separately, implementing labeling protocols and securing storage areas.
11. Maintained stock stacking practices adhering to FIFO (First In, First Out) and FEFO (First Expired, First Out) principles, ensuring optimal inventory turnover and product quality.
12. Conducted comprehensive inventory management, including regular stock counts, reconciliation processes, and proactive discrepancy identification for corrective actions.
13. Ensured strict adherence to SOPs and safety (EHS/SHE) protocols to maintain operational efficiency and a safe working environment.
14. Prepared training and development plans, providing comprehensive training sessions to staff and workers to enhance their operational skills, knowledge, and efficiency.
15. Ensured timely periodic revision of SOP and SQP, handling deviations, Change Control, CAPA, and investigations.

16. Prepared pre-shipment documents for export and domestic shipment dispatches, including commercial invoices, packing lists, GST tax invoices, e-invoices, e-way bills, and related documents.
17. Coordinated with transporters, CHA, Freight forwarders, and courier agencies to facilitate smooth dispatch activities, ensuring timely and accurate delivery of goods to customers or designated locations.
18. Shared MIS reports to stakeholders, providing insights into inventory levels, dispatch activities, and compliance metrics, ensuring transparency and informed decision-making.

**Emcure Pharmaceuticals Ltd., (EOU) Pune
Warehouse Officer, December 2014 - March 2015**

- Managed dispatch operations, ensuring timely and accurate shipment of goods.
- Coordinated with production teams to align manufacturing and dispatch schedules.
- Conducted regular stock audits to ensure inventory accuracy and compliance with regulatory standards.
- Implemented cost-saving initiatives to minimize operational expenses.
- Ensured adherence to safety and quality protocols across all warehouse operations.
- Provided training to new staff on warehouse management systems and processes.
- Maintained detailed records for all dispatched goods to aid in traceability and compliance.
- Collaborated with supply chain management to optimize logistics and reduce delivery times.
- Prepared reports on warehouse efficiency and suggested improvements to management.

Genom Biotech Pvt. Ltd., (EOU)Nashik

Warehouse Executive, February 2012 - November 2014

Yogesh Deshmukh Associates, Nashik (Client Genom Biotech Pvt. Ltd., EOU -Nashik)

Staff Member, May 2008 - April 2011

- Managed excise and dispatch activities, adhering to statutory regulations and company policies.
- Prepare the Export documents (Excise Invoice, ARE, Annexure C-1, Commercial Invoice, Examination Report, and packing list) and domestic documents (Excise invoice and ARE)
- Coordinated with CHAs and Freight Forwarders to complete shipping bills, obtain freight quotations, manage shipment clearance, and handle post-shipment documentation. Ensured timely import shipment clearance by accurately completing the Bill of Entry to avoid demurrage charges.
- Collaborated with transporters for efficient shipment movement and proper container loading at the factory.
- Monitored inventory levels to prevent stock-outs and overstock situations, and conducted periodic reconciliation of physical stock with inventory records.
- Streamlined processes for receiving and storing goods to improve space utilization and accessibility.
- Participated in Excise and Finance audits and implemented corrective actions based on audit findings.
- Maintained compliance with environmental health and safety standards.
- Collaborated with sales and planning teams to ensure the availability of products for scheduled deliveries.
- Maintained and verified RG-1, B-17 Bond, Cenvat, Service Tax, PLA, CT-3, and PC registers. Completed and filed ER-1, ER-2, Ann-19 (POE), QPR, and ST-3 returns. Ensured timely submission of Cenvat and Service Tax refund claims.

Maxheal Pharmaceuticals Ltd., (EOU) Nashik

Excise Assistant, January 2007 - April 2008

- Handled receipts and finished goods storage, applying FIFO and FEFO strategies.
- Maintained detailed records of stock movements to ensure traceability and compliance.
- Participated in regular training programs to stay updated on industry practices and regulations.
- Maintained cleanliness and organization within the warehouse to uphold safety and operational standards.

AUDITS EXPERIENCES:

- Excise Audits: Excise EA-2000 Audit, FDA and State Excise Audit for Narcotic Drugs
- GMP Audits: USFDA, MHRA, WHO-GMP, Ukraine cGMP, Uganda cGMP, Tajikistan facility audit, HALAL, KOSHAR.
- Safety Audits: ISO 14001:2015 environmental management system, and ISO 45001:2018 occupational health and safety management