

# PHANI KUMAR ILLINDA

## Warehouse Executive & Administration Specialist

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### SUMMARY

I am a seasoned professional with nearly 17 years of extensive experience in warehouse management, logistics, and administrative roles. I've honed my skills in stock management, MIS, and financial control through various roles in the paint and pharmaceutical industries. My expertise includes developing procurement plans, managing supply chains, and optimizing inventory to minimize costs and enhance operational efficiency.

### EXPERIENCE

Warehouse Executive 04/2022 - Present  
Styrax Pharma Pvt Ltd Visakhapatnam

Pharmaceutical company

- Overall Responsible for all activities of the department
- Arrange the material for Production plan
- Collecting quotations from various vendors and negotiating the prices & other terms & conditions
- Setting up the weekly, monthly, quarterly procurement plan
- Procurement of Raw material/Packaging materials from national market
- Development of alternative local sources for imported RM/PM/MIS materials which helps in cost saving
- Raising the purchase order and sending to the vendor through e-mail or Courier
- Follow up the material vigorously with the suppliers to ensure the dispatch on time for production
- Purchasing machines Parts with improved technology to increase production
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations
- Inviting and allotting tenders
- Liaison with the production department to maintain optimum inventory
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses
- Developing reports on procurement and usage of material for top management
- Handling Entire stores functions related to RM/PM/F.G independently
- Regular Check of all Inventories (Store) & Warehouse Condition
- Ensure Prepare GRN (as P.O) of all incoming Receipt Material, & Quality Inspection, And Material Issued as per FIFO, FEFO System
- Monitoring of all Stock Control & Level
- Dispensing of RM & PM, F.G as per SOP
- Ensure Complete Documentation of all Receipt, Issue & Storage and Sent Material
- Follow up with Concern Department for all Pending work
- Ensure Timely Indent Punch in System & Purchase the Material, Send to Suppliers Maintained Everything as per SOP with GMP, CGMP & WHO Rules
- Ensure good Housekeeping for Warehouse as per GMP & CGMP Norms. Working in WIP. Monitoring of shop floor planning as per M.R.P schedule. Stocks Verification, Inventory Checking in software, Physical
- Preparation of the Weekly / Monthly/Yearly Consumption Statement
- Interaction with Loan licenses parties and Third Party regarding regular activities
- Managing a Department (Team ) of 10 personnel and 20 workers
- According to Schedule Dispatch plan and follow-up to Production/logistics Department
- According to Dispatch plan Arrange the Vehicle /Transporter
- To Co-ordination and Co-operate with Purchase, Production, QC and PPC & All Others Dept
- Coordinating with the Purchase Department, Suppliers and Transporters for the timely arrival of the materials
- Reconciliation of materials on monthly basis make physically
- Stock statement reports of all materials RM/PM/ F.G (Primary Secondary), Utilities, Stationery & Generals materials category wise i.e. Batch printed, used, destruction/rejected/Non Moving materials reports

Store Assistant 04/2005 - 07/2006  
Shalimar Paints India Ltd Vizag

### EDUCATION

B. Com  
Andhra University

### KEY ACHIEVEMENTS

- ✓ **Operational Excellence**  
Managing the entire branch operations in all departments like systems and warehouse, supervising yearly stock verification process

### SKILLS

Logistics Management ·  
Financial Administration · Oracle · Focus ·  
SAP(MM) · Your Skill

### LANGUAGES

English Proficient ●●●●●  
Telugu Native ●●●●●  
Hindi Intermediate ●●●●●

## EXPERIENCE

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Store in Charge	08/2006 - 10/2008
<a href="#">Berger Paints India Ltd</a>	Vijayawada
Stores in Charge	11/2008 - 10/2017
<a href="#">Berger Paints India Ltd</a>	Visakhapatnam
Admin Officer	11/2017 - 12/2019
<a href="#">Berger Paints India Ltd</a>	Visakhapatnam

- Managing the Branch Accounts and Banking Operations
- Preparing and maintaining statutory books of accounts and Bills of Exchange
- Preparing Cash Flow Statements for monitoring the inflow & outflow of cash and ensuring optimum utilization of available cash towards the accomplishment of corporate goals
- Coordinating with internal and statutory audits; evaluating internal control systems / procedures with a view to highlight the shortcomings and implementing necessary recommendations
- Arranging the hotel/ travel bookings for Officials
- Preparing of Travelling / Expenses budgets
- Ensuring timely assessment and filing of E.S.I., T.D.S, Central Excise, Sales Tax, Service Tax and Professional Tax returns in compliance with tax acts
- Appearing before regulatory authorities for resolving critical tax matters
- Involved in maintaining sustained contact with legal professionals and govt. officials for initiating and follow-ups on legal procedures
- Preparing necessary records to track the inward / outward movement of goods; conducting stock reconciliation / audits at warehouse
- Managing sales accounting function, preparing debtor and creditor reconciliation statements; processing of distributor / dealer
- Collecting balance confirmation from all customers to have a smooth control over A/R and Claim of Dealers
- Providing sales support via coordination with branches on order execution, timely collection of payments, and recovery of bad debts and handling routine matters
- Marketing Expense and Scheme Control: Issuing Credit Note of scheme and Cash Discount to the trade partner and reconciliation with the budget
- Preparing of Sales Estimates
- Developing/ sustaining the existing network & effectively managing the supply chain, ensuring timely and cost effective deliverables
- Managing logistics operations involving coordinating with transport companies and other external agencies to achieve seamless & cost-effective transport solutions
- Managing materials function and ensuring optimum inventory levels to achieve maximum cost savings without hampering the production process
- Conducting routine inspection & stock audits to ensure reconciliation of physical stock at the warehouse; carrying out disposal of surplus / obsolete stock and NPA
- Human Resource Management covering recruitment, selection, performance appraisal, salary administration, etc. in line with the HR policies
- Monitoring overall operations across Housekeeping
- Handling control over employees' reimbursement settlement like tour / travel / salaries, etc. as per company policy and internal control manual
- Preparing MIS reports to provide feedback to top management on financial performance viz. fund management, credit control, profitability, etc
- Managed the entire branch operations in all departments like systems, warehouse, etc
- Supervised the yearly stock verification process