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## **ROSHAN KUMAR**

### **OBJECTIVE**

Seeking a position in Warehouse/logistic where I can use my varied knowledge and problem-solving skills to help a company improve its operation.

### **TECHNICAL SKILLS**

- Material inventory control
- Warehouse dispatches
- Sales Channel Support

### **PROFESSIONAL QUALIFICATION**

- Diploma in basic computers from Govt. Institute Sec, 29 – Chandigarh
- Three Months training attend in Mahindra for Sales & Retail knowledge

### **ACADEMIC QUALIFICATION**

- 10th from C.B.S.E Board, Gov. School Hallo Majra Chandigarh (Passing Year – 2013)
- 10+2 from C.B.S.E Board, Gov. Secondary School Raipur, CHD (Passing Year – 2015)
- B.A From Kalinga University, Raipur , Chhattisgarh (Passing Year – 2018)

### **PROFESSIONAL EXPERIENCE**

**ORGANIZATION: Eris Lifesciences Ltd - AHMD**

**DURATION : - June- 2021 to till date**

**DESIGNATION: -Sr. Executive**

#### **JOB RESPONSIBILITIES:**

- Maintaining stocks in warehouse.
- Follow up with other branches for inbound and outbound stock transactions.
- Follow up with local transport for deliveries to dealers end.
- Maintaining accounts and records of company's CFAs
- Efficiently and accurately answer any phone queries.
- Inventory Controls.
- Monthly stock audits in warehouse. (Physical)
- Generating stock transfers in SAP to other branches.
- Verification of material supply, transporters & Service bill.
- Generate Daily dispatch report, stock reports, in-transit reports.
- Follow up with dealers/customers/transporters for materials.
- Handling receipt and dispatches from warehouse.

- Transfer damage or non-saleable material (medicines).
- Weekly books stock reconciliation.
- Follow up for dispatched consignments.
- Ensure accurate dispatches.
- Follow up with CFA for return goods. (Customer complaints concerning warehouse)
- Generate daily stock reports.
- Verification of material supply, transporters & Service bill.
- Handling invoicing section, invoicing to Medplus & Tata 1 MG
- Handling system in SAP software.

**ORGANIZATION: SAMSONITE India -**

**DURATION** : - JUNE -2018 to May 2021

**DESIGNATION:** - Dispatch In-charge

**JOB RESPONSIBILITIES:**

- Invoicing for Distributors.
- Maintaining accounts and records of company's distributors.
- Efficiently and accurately answer any phone queries.
- Resolving the complaints and forwarding to Regional Office, Delhi to CRO.
- Monthly stock audits in warehouse. (Physical)
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- Follow up with dealers/customers/transporters for materials.
- Monthly stock reconciliation.
- To take the phone orders and ensure phone queries.
- Customer handling.
- Attend Monthly Quarterly or yearly stock audit & give Zero % discrepancy to auditor.
- Stock Stacking as per the Company Norms.
- Supervision / maintenance of data/records like Stock In/Out Register, Discrepancy Reports, etc

**PERSONAL DETAILS:**

[Redacted]

**DATE OF BIRTH** 15-04-1996

**FATHER'S NAME** Mr. Vishwanath Prasad Gupta

**MARITAL STATUS** Unmarried

**NATIONALITY** Indian

**HOBBIES** Watching movie.  
Gardening.

I hereby declare that all the information provided here is correct to the best of my Knowledge.

**DATE:**

**PLACE:** Chandigarh

**Roshan Kumar**