

YOGESH KUMAR SAINI

Sector-4 ,Vidhyadhar Nagar,

Jaipur, Rajasthan

Mob: 09529454535 : Email: im.yogeshsaini@gmail.com

OPERATION (LOGISTICS)

An educated experienced Logistics Person successful in handling , implementation and managing the entire logistics process. Organized , process driven and has the ability to handle entire P/L accounts and develop team culture and operate all logistics activity include Purchase negotiation , WMS system , Inventory Planning and categorization , distribution planning , vendor development and all statutory works VAT , Excise and Audits.

AREAS OF EXPERTIZE

Warehouse and Operation
Vendor Management
Supplier Negotiation

Inventory Planning
Non Moving Item Control
Inventory rationalization

Purchase Operation
Cost Optimization
Revenue and P&L

Invoicing and Distribution
Excise Return and Govt Work
Business Reporting

PROFESSIONAL SNAPSHOTS

Pima Controls Pvt. Ltd. : Jaipur (As Executive Operation)

(Oct., 2014 to till date)

Single handedly responsible for all aspects of the logistics, supply chain, and customer delivery operations. In charge of making sure that each stage of the distribution process is progressing on time.

Duties and Responsibilities:

- ◆ Conduct Monthly operational Audit contain Stock audit, Pending orders review and salesanalysis.
- ◆ Doing all Excise related works reports , return, Excise RG23D Register and conducting internal & External Excise audit and compliance management.
- ◆ Periodically review stock levels, Maintain MSL level and evaluate the cost category.
- ◆ Preparation of Sales Order and determine if goods are in stock or require to be ordered from suppliers.
- ◆ Processing Purchase order to supplier and followup to maintain the customer fill rate.
- ◆ Focusing on margin , stock allocation and liquidation of non-moving stocks.
- ◆ Preparation of sales invoice and ensure safe transportation and delivery of the materials.
- ◆ Follow-up & Co-ordination with sales and customer for reducing the back order rate and improving the fill rate.
- ◆ Received goods deliveries and arranged for them to be logged and then stored for distribution later on.
- ◆ Maintain communication with warehouse staff to ensure proper working order.

Achievements :

- ◆ Improve the margin by 5% of business by way smart procurement and negotiation.
- ◆ Improve customer fill rate from 55% to 87%.
- ◆ Liquidation of Non-moving stocks by 10% annually.
- ◆ Reduce transportation cost.

Sarweshwar Industries: Jaipur (As Sr. Accountant)

(July, 2013 to Sept. 2014)

- ◆ Maintain Books of Accounts like Purchases, Sales Computerized and Manual.
- ◆ Maintain Inward and Outward material, Prepare Delivery note, Goods Receipts Note, Sales Order, purchases order, Stock Report etc.
- ◆ Monitor stock levels & scrutinize a monthly stock report.
- ◆ Office management & office correspondence for communication with internal and external customers.
- ◆ Maintain Multiple Inventory Godown Records and Investigating any inventory losses.

- ◆ Working with supervisors to improve staff performance.
- ◆ Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors.
- ◆ MIS Reports & Daily General Accounts.

Kamal Kant Gupta & Company: Kotputli (As Accountant Executive)

(April,2010 to July 2012)

Accounts Experience:

- ◆ Prepared Income Tax Computation, Sales Tax, TDS, Service Tax, return and Audit Report.
- ◆ Working in Seles Tax as applying for Registration and Filing Sales Tax returns for Various Clients.
- ◆ Responsible for complex interaction with clients.
- ◆ Preparing Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.

Audit Experience:

- ◆ Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- ◆ Verification of Banks Reconciliation Statements, Fixed Assets.

Major Clients Served Includes:

- ◆ Subham Paking, Kotputli
- ◆ Shri Balaji Agencies, Kotputli
- ◆ Garg Communication , Kotputli
- ◆ Raj Motors, Kotputli,

KEY SKILLS AND COMPETENCIES

Management

- ◆ Able to adapt quickly and effectively to operational issues.
- ◆ Can work in a fast paced and very busy warehouse.
- ◆ Ability to read, interpret, and effectively communicate necessary policies and procedures to others.

Personal

- ◆ Developing individuals in a team so that they achieve their full potential.
- ◆ An excellent man who leads by example and is able to adapt quickly and effectively to operational issues.

EDUCATIONAL QUALIFICATIONS

M.com (E.A.F.M.) ◆2014 ◆ University of Rajasthan, Jaipur

B.com ◆2012 ◆ University of Rajasthan, Jaipur

12th (COMMERCE) ◆2009 ◆ R.B.S.E, Rajasthan

COMPUTER PROFICIENCY

Software Known MS Office,Tally 7.2, 9.0, Tally ERP ,Busy Win ,Microsoft Dynamic ERP & SAP.
Operating Systems Windows 2000/XP, Vista, Windows7/8/10

TECHNICAL QUALIFICATION

- ◆ Certificate in Professional Accountant (Advance Practical Accounts, Taxation, ROC, PF, ESI, Banking, Investment, Auditing, Business Communication)
- ◆ (TFAP) During 6 Month Diploma from TallyAcademy.

EXTRA CURRICULAR ACTIVITIES

Reading Books, Playing Cricket & listening Music.

PERSONAL PROFILE

Name : YOGESH KUMAR SAINI
Father's Name : Shri Rohitashv Saini
Date of Birth : 01-01-1992
Gender : Male
Marital Status : Married
Nationality : Indian
Language Known : Hindi, English
Location Preference : Open
Permanent Address : Sh. Rohitashv Saini (Businessman)
Ward No. 10, Near Govind Veher, Teh.-
Kotputli, Distt. Jaipur (Raj.)
Pin Code-303108

Position applied for: As per Company rule.

DATE:

YOGESH KUMAR SAINI