

AMEY MEHTA



+91 8448448780



sales@cvdesigner.in



India



CAREER SUMMARY

A skillful and well-versed professional with 13+ years of experience in the supply chain and warehousing industry. Expertise in managing inventory, overseeing material receipts, storage, and issuance, as well as ensuring timely deliveries to customers. Ability to effectively coordinate with suppliers, logistics teams, and stakeholders to streamline operations while adhering to safety and quality standards. Adept in managing and training teams while exhibiting strong leadership and strategic planning skills. Highly competent individual and proficient communicator trained in taking initiatives, optimizing warehouse and logistics operations, managing costs, and improving efficiency. Willing to introduce supply chain innovations and practices to a reputed firm by attaining a senior-level position.

WORK EXPERIENCE

Senior Executive Stores, Metropolis Healthcare Limited

Jan 2023 – Present

- Managing inventory and stock levels, overseeing the receipt, storage, and issuance of materials, and ensuring timely deliveries to customers.
- Monitoring the quality of materials received and maintaining accurate records of all transactions.
- Coordinating with suppliers and logistics teams to ensure smooth and efficient operations while adhering to all safety and quality standards.
- Overseeing procurement operations, including initiating purchase requests and purchase orders, coordinating with vendors, managing inventory, and handling customer billing.
- Developing and implementing policies and procedures to streamline operations and optimize costs, and provide leadership and guidance to junior team members.
- Ensuring that the store functions effectively and efficiently, supporting the broader goals of the organization.

Warehouse and Logistics Manager, Cyrix Healthcare Pvt. Ltd

Mar 2022 – Dec 2022

- Oversaw the receipt, storage, and distribution of goods and inventory levels and ensured timely and accurate order fulfillment.
- Generated warehouse and vendor billing, as well as prepared KPI, reports for each warehouse to be shared with higher authorities.
- Worked in close collaboration with suppliers, customers, and other stakeholders to ensure seamless and efficient operations.
- Coordinated with transporters to ensure the timely movement of goods and generate invoices against purchase orders, utilizing SAP.
- Created and implemented standard operating procedures for new warehouses and employees, ensuring seamless integration into the organization.
- Managed a team of warehouse staff and managers, supervised their work, and provided guidance and training as needed.
- Maintained accurate records of all inventory transactions and ensured that all safety, as well as quality compliances were met.
- Implemented policies and procedures to optimize the effectiveness of warehouse and logistics operations while also managing costs.

SKILLS

Core Competencies:

- Inventory Management
- Logistics Management
- Supply Chain Management
- Warehouse Management
- Resource Management
- Customer Relationship Management
- Vendor/Supplier Management
- Stakeholder Communication
- Safety and Compliance
- Budget Management
- Risk Management
- Order Fulfilment
- Transportation Cycle Management
- Quality Control
- Freight Overview
- Billing and Record Management
- Stock to Production Management
- Operations and Finance Management
- Procurement
- Logistics Handling

Technical Expertise:

- WMS
- Oracle
- SAP Stock One
- Tally
- ERP
- TMS (Transportation Management Systems)
- Btree
- MS Office Suite

Behavioural Skills:

- Communicative and Collaborative
- Leadership Acumen
- Negotiation
- Adaptable
- Team Player
- Multitasking
- Decision Making
- Problem Solving
- Analytical Thinking
- Time Management
- Management and Organization
- Result-Driven

Language Skills:

- English (Fluent)
- Hindi (Fluent)
- Tamil (Native)
- Malayalam (Native)

Warehouse In-Charge, Kuehne Nagel Pvt. Ltd, Cochin **Jun 2015 – Mar 2022**

- Exercised supervision over daily warehouse operations, encompassing quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service.
- Scheduled and led the warehouse team, with a focus on maximizing efficiency and minimizing overtime.
- Sustained inventory levels, managed stock movements, and administered warehouse billing and invoices.
- Oversaw supervisors and DEOs, providing guidance as necessary while managing and supervising warehouse operations.
- Verified inbound entries for accuracy and coordinated with transporters for shipments.
- Conducted regular meetings with warehouse leads to analyze productivity and developed actionable plans to prevent loss.
- Managed logistics for transportation of products to customers and company facilities, including coordination with drivers and partners to ensure prompt and efficient delivery of packages.

Warehouse In-Charge, DIESL Logistics **Jun 2014 – Jun 2015**

- Confirmed that all incoming shipments were received, inspected, and processed in a timely and adequate manner.
- Ensured that inventory was properly stored and labeled and the security measures were in place to prevent theft or damage.
- Monitored inventory levels and coordinated with other departments to ensure that sufficient stock availability.
- Developed and implemented contingency plans to ensure that the team was prepared for unexpected fluctuations in demand.
- Managed inventory levels across all distribution channels, including direct customer demand, through effective coordination with your warehouse team.
- Ensured compliance with all relevant safety, health, and environmental regulations.
- Maintained accurate records of all incoming and outgoing shipments, as well as inventory levels and warehouse activities.
- Implemented warehouse policies and procedures to ensure that all activities were conducted in a consistent and efficient manner.

PREVIOUS PROFESSIONAL EXPOSURE

- Warehouse In-Charge, Spear Logistics
Aug 2011 – Jun 2014
- Warehouse Supervisor, Hussain Al Owainati Group WLL, Bahrain
Nov 2009 – Aug 2011
- Customer Relationship Officer, HTMT Global Solutions, Chennai
Jan 2009 – May 2009

LICENSE

- Forklift and Stacker Operation and License

ACADEMICS

- MBA in Human Resource Management, Annamalai University | 2010
- Bachelor of Commerce, Calicut University | 2006
- Intermediate (Commerce), KHSS Thottara, Board of Public Examination, Kerala | 2003

CO-CURRICULAR PARTICIPATION

- Volunteered at College Day and Sports Day Event
- Participated in High School Level Sports and Youth Festival
- Actively partook in Editorial Board of Magazines

PERSONAL INTERESTS

- Reading
- Listening to music
- Playing cricket
- Driving