

# RANJAN KUMAR GIRI, MBA MATERIALS

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## SENIOR-MANAGER WAREHOUSE & INVENTORY ~ Supply Chain Management ~

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### SNAPSHOT

- **Over 25+ years** of experience in Supply Chain Management, Sourcing, Cost Reduction, Vendor Management, Inventory Management and Materials Management.
- **Currently serving in Advance Construction Technology (ACT), QATAR as Stores -Manager.**
- Proven track record of implementing cost saving measures to achieve substantial reduction in terms of cost of materials procurement & lead times.
- customer service skills.
- Report writing & observation skills.
- Oversee the coordination with internal Logistics streams on the planned distribution of materials and supplies to the venues.
- Ability to interface and communicate effectively with all customer, management and staff

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### PROFICIENCY FORTE

#### Inventory & Warehouse Management

- Planning and monitoring warehouse operations of receipt, storage, return of unsold stock, inventory control and monitoring inbound logistics.
- Ensuring accurate stock records are kept.
- Manage the receipt, storage, distribution, resupply, and recovery of Q22 assets and equipment at the MLC.
- Communicate delivery "volume / pallet / vehicle standards" across Logistics function.
- Liaise with Procurement and / or Finance on the payment of commodity Purchase Orders.
- Lead the organization, summation and presentation of daily, weekly reports and statistics to the LCC.
- Motivate, organize and encourage teamwork within the warehouse structure to ensure set productivity targets are met.

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#### From Dec.2019 – Continue at Advance Construction Technology, as Warehouse Manager

- To manage the company's multiple Stores/Warehouses at Various locations. Key accountabilities include ensuring continuity of business operations by maintaining optimal levels of Inventory & smooth functioning of Stores. The Main Store Manager role is to implement and monitor key performance indicators to measure the effectiveness of the Stores & Inventory management operations. Materials handling, inventory, preservation and traceability.
- To address all aspects of the Stores and Inventory Management functions.
- Manage a team of dispatchers/ drivers for distribution purposes while monitoring the overall distribution performance and progress.
- To ensure Receipt, Issue and Stores accounting is done as per company laid down policy and guideline.
- To provide Leadership and Guidance to in-charges of various Stores and work towards optimization of Inventory and effective utilization of space.
- Responsible for overseeing the real time shipment tracking by routes and performing after action audits of delivery documents.

- Accountable for all material received and issued proper storage & preservation, material handling, stock verification and reconciliation.
- Maintain proper co-ordination and cordial relationship with internal customers and suppliers as well as contractors.
- Lead the organization, summation and presentation of daily, weekly reports and statistics to the LCC.
- Implement and provide oversight over distribution operating plans.
- Motivate, organize and encourage teamwork within the warehouse structure to ensure set productivity targets are met.
- Interface between IT, maintenance, procurement and supply chain.
- Maintain and update Oracle with respect to new vendors, new equipment.
- Review queries and Quality Assurance/Quality Control of data cleansed by a third party.
- Provide remote training to remote warehouse staff to use Spares Finder software.
- Rationalize (extract, cleanse, categorize & optimize) the materials Master data.
- Generate new Materials Master descriptions, review existing SPIRs (Spare Parts and Interchangeability Records) and data extraction, populate flat files.
- Verify Tags against Master Tag Register; liaise with team lead and Sr. Manager regarding any anomalies.
- Project Tamim Air Base Dukhan

#### **Dec'2017 – Dec.2019 at MIDMAC CONTG. WLL, as Stores Manager**

##### **Job Objectives:**

- To manage the company's multiple Stores/Warehouses at Various locations. Key accountabilities include ensuring continuity of business operations by maintaining optimal levels of Inventory & smooth functioning of Stores. The Main Store Manager role is to implement and monitor key performance indicators to measure the effectiveness of the Stores & Inventory management operations. Materials handling, inventory, preservation and traceability.
- To address all aspects of the Stores and Inventory Management functions.
- To ensure Receipt, Issue and Stores accounting is done as per company laid down policy and guideline.
- To provide Leadership and Guidance to in-charges of various Stores and work towards optimization of Inventory and effective utilization of space.
- Accountable for all material received and issued proper storage & preservation, material handling, stock verification and reconciliation.
- Maintain proper co-ordination and cordial relationship with internal customers and suppliers as well as contractors.
- Interface between IT, maintenance, procurement and supply chain.
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- Rationalize (extract, cleanse, categorize & optimize) the materials Master data.
- Generate new Materials Master descriptions, review existing SPIRs (Spare Parts and Interchangeability Records) and data extraction, populate flat files.
- Verify Tags against Master Tag Register; liaise with team lead and Sr. Manager regarding any anomalies.
- Provide advice regarding applicability of the Repair & Spares strategy.
- Responsible for creating BoMs (Bill of Materials).
- Assign Repair & Spares codes to the matrix.
- Ensure to Work safely and think proactively about personal safety and safety of others at work.
- Actively participate in, contribute to, and promote company occupational health, safety, security and environment culture.

- Work is carried out in accordance with the Company HSE and Security policies and procedures and meet company HSE goals and targets and participate in HSE programs.
- An attention to detail and ability to QC material deliverables.
- Ability to prioritize activities and work with project manager to ensure deliverable deadlines are met.
- Advanced time management and organization skills.
- Maintaining Minimum & Maximum Level of Critical & Fast-Moving Items.

#### **Sept'2013 – Dec.2017 at VOLTAS LIMITED QATAR (A TATA ENTERPRISE), as Central Stores -Manager**

##### **Job Role:**

- Joined “**Voltas Limited**” MEP Company, to manage Central Stores in Doha, State of Qatar.
- Establishing and operating new central stores for works.
- Supervising the entire activities of the Stores center including receipt, storage and distribution of various products.
- Acting as a center coordinator for Purchase & Central Warehouse departments.
- Stock control and replenishment in all aspects of fast-moving Materials: Electrical, Mechanical, HVAC, HSE, Plumbing and consumables.
- Managing all the internal documents such as goods received vouchers, dispatch vouchers, sales & purchase return vouchers, inter-company transaction vouchers & delivery notes, etc.
- Handling the entire order processing chain including the receipt of delivery instructions & processing all the related internal documents. Preparing stock ageing reports and maintain records of stock reconciliation.
- Keeping, updating & monitoring the stock on a daily basis and submission of the same to the respective departments.
- Preparing work schedule for **the logistics & stores staff members.**
- Planning & implementing effective transport management & distribution system to achieve.
- Well versed with **SAP** systems for various site Projects & updated report.
- Action plan for excess materials stock.
- Reporting – Daily stock/Weekly –
- Excess material review report. – Monthly
- Slow moving stock – Monthly
- Ageing reports. – Monthly
- Key Performance Indicators and Benchmarking.
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#### **June'09 –Sept'2013 at GALFAR ENGG. & CONTG.SAOG (OIL & GAS DIVISION) at MUSCAT, SULTANATE OF OMAN as Stores Manager**

##### **Job Role:**

- Joined ‘**Galfar Engg. & Contg. SAOG**’ to manage Stores of material for its various PDO (Petroleum Development Oman) Project site Store in Muscat, Sultanate of Oman.
- Monitors the parts inventory and anticipates parts needs in light of future promotions, new model years, trends, and suggested stock orders
- Works with retail and wholesale customers in considering credit applications, handling complaints, and negotiating prices to ensure customer enthusiasm.
- Ensure to achieve budgeted revenue and profitability.
- Cooperates with overseas suppliers in both wholesale and aftermarket business
- Is responsible for-profit management in the Parts Department and must examine department financial statements, including expenses and revenue, to ensure the department’s profitability
- In cooperation with the dealership’s leadership, must review the previous month’s sales/profit performance to determine where improvements can be made
- Responsible for training and leading the Parts Department team and for reviewing team performance on a regular basis, according to dealership policy.
- Prepares report as required relative parts inventory and performance against budget
- Performs necessary actions and initiatives to reduce obsolete stocks
- Expand sales plan strategy and define market potential areas
- Maintain rapport and effective communication with the existing customers and suppliers in order to get maximum benefit to the operation
- Propose and implement inventive sales and marketing promotions
- Works closely with other leaders in the dealership, planning for the appropriate availability of parts and supplies, and participating in forecasting and revising plans
- Analyze current inventory, spot-checking to ensure that actual inventory coincides with computerized inventory, checking on back orders, etc.

### **Accountabilities:**

- The Warehouse Interface Coordinator handles:
- Coordination of Maintenance Support related material between offshore, onshore and externally as required. Interface with Warehouse and Maintenance Support / Maintenance & Inspection stakeholders.

### **Activities:**

- Drive an Incident Free environment through establishing and maintaining a strong safety culture.
- Responsible for ensuring positive HSE performance by personnel, contractors and others working under the influence of the position.
- Ensuring compliance with HSE legislation, company standards and procedures under the area of responsibility to ensure employee safety, legislative compliance and responsible environmental attitude.
- Provide first level specialist advice and guidance to onshore and Site / offshore personnel on the management / movement of Maintenance related materials.
- Provide administrative support to onshore / Site / offshore personnel on the management / movement of Maintenance related materials.
- Manage and coordinate the Maintenance material backload process. Act as focal, in liaison with Warehouse personnel, to ensure continuous flow of materials / equipment for repair / refurbishment and return to stock / offshore.
- Liaise with Maintenance stakeholders to ensure effective and efficient management of materials. Raising of PR's / PO's where required.
- Issue regular Maintenance material status reports with KPI's and alerts.
- Interface with the Campaign / Shutdown Material Coordinators to ensure efficient tracking / bagging and tagging of materials.
- Interface with Warehouse personnel to ensure robust material management and storage / preservation of Maintenance related materials.
- Interface with Warehouse personnel / Contactors to ensure adequate management, refurbishment / replenishment and storage of Special Tooling, Turbine Kits etc.
- Support the repair process for Maintenance related equipment, which may include visits to local vendor workshops and warehouses.
- Act as focal for QA / QC material status / issues in liaison with the Technical Materials Administrator (TADM).
- Identify material data in SAP / PALM with regards to QC and report to Maintenance Support / Maintenance Engineering stakeholders.
- Participate, as appropriate, in Maintenance material management / Warehouse audits.
- Ensure all related certification / documentation is coordinated and managed / stored effectively utilizing NOC Document management processes and procedures.
- Ensure all certification / documentation is up to date and easily accessible for stakeholders to utilize.
- Identify opportunities to improve efficiency of all Maintenance material management activities, processes and procedures.
- Act as focal with contractors, as required, for Maintenance material management issues.
- Interface and coordinate as necessary with other relevant entities
- Carry out any other relevant duties or tasks that may be assigned by reporting line.
- Contribute to Vendor performance evaluation by providing relevant statistics
- Share and adopt best practices across the company, support and identify opportunities to enhance consistency and alignment between Assets, where practicably possible.
- All staff participate in Crisis Response Training and to assist during Emergency Response Situations.

### **Aug'08-Jun'09 at ETASET LLC at Dubai Metro Project – Dubai, U.A.E as Stores Manager**

#### **Job Role:**

Joined **ETA ASCON** Group-Dubai for its the first project in ETA Ascon to manage MEP Stores of material for its Dubai Metro Rail Project a joint venture of JTMJV (Japan Turkey Metro Joint Venture) which have scope of 47 stations in first phase and 27 stations in 2nd phase including Under Ground Stations, Over Ground Stations and Maintenance Depot

- Establishing and operating new central stores for Dubai Metro Project in MEP contract works.
- Supervising the entire activities of the Logistics & Stores center including receipt, storage and distribution of various products.
- Handling the entire order processing chain including the receipt of delivery instructions & processing all the related internal documents. Preparing stock ageing reports and maintain records of stock reconciliation.
- Keeping, updating & monitoring the stock on a daily basis and submission of the same to the respective departments.
- Preparing work schedule for the logistics & stores staff members.
- Making MIS reports as required by management.
- Well versed with **TRALLY** systems for Dubai Metro Project.

### **Key Highlights:**

- In a short time period 43 stations we are installing the container and Port cabin start our operation within a stipulated period. Got appreciation from the Management.

### **Jan'07-Aug'08 at OMAN CABLES INDUSTRY SAOG at MUSCAT, SULTANATE OF OMAN as Store officer**

#### **Job Role:**

- **A reputed Manufacturing unit**, Executing receipt operations and storage in the warehouse.
- Incoming Materials Received i.e. Machinery, Chemical, Raw Material, spare parts etc.
- Storage of materials in different stores sheds i.e. Raw materials, chemical, spare parts & Machinery etc.
- Issued Materials to Production Dept. as per Issue requisition.
- Ensuring accuracy in processing customer orders, item retrievals and dispatches as per defined process flow and to maintain all the related records. Monitoring receipts, dispatches and inventory.
- Conducting physical verification of inventory on periodic basis and reconciling with systems stocks.
- Submitting periodical reports as per schedule to respective customers.
- Managing customer operating procedures and interface.
- Planning and coordinating with the transportation, material pickup and delivery.
- Handling vendor bills and freight negotiation.
- Ensuring timely renewal of annual maintenance contract of hardware and other warehouse gadgets
- Maintaining continuous cleanliness of the warehouse
- Production of all types of high voltage, medium voltage, Lv cables, conductor etc.
- Looking overseas dispatch & Raw materials Receipt & issued to production as their requirement daily basic.
- Maintain FIFO system in stores issued.
- Control spares part stores & maintains Maximum level, minimum level & order level.
- Well versed with **ERP - BAAN** systems

### **Key Highlights:**

- Production- 80 % Cables (finished goods) export to GCC, UK, Austria, India, Pakistan & Africa Countries.
- Got Appreciation Certificate from our MD, during T-SUNAMI Relief work.

### **Dec'2001-Dec'06 at GALFAR ENGG. & CONTG. LLC as Store Officer**

#### **Job Role:**

- Control project site store in different project. The following details: -
- **Sohar Fertilizer plant & non-plant building with Mitsubishi Heavy Industries Company.** The project cost – 65 Omani Rials the duration Dec. 2005 To Dec. 2006.
- **Khasab Port expansion & building infrastructure works.** The Project cost 35 Millions Omani Rials. Duration from Dec. 2003 To Dec. 2005. Consultant – W.S. Atkins (U.K), Client – Ministry of Port Authority.
- The project consists of One Kilometer Quay wall with Break water 2.5-kilometer, Fishery harbor etc.
- **ASH SHARQIYAH SAND MAIN WATER SYSTEM.** A joint venture with SADE (Germany)-Galfar. The Project cost 35 Millions Omani Rials. The Project consists of 350 K.M. 800 dia DI water pipe line (cross country), 5000 cum capacity over head tank, tanker filling station, ground reservoirs capacity 15000 cum, fully SCADA controlling system, Admin building, Accommodation, control room etc. CONSULTANT: DR. AHMED ABDEL WARITH & PARTNERS LLC. Co
- Monitoring receipts, dispatches and inventory
- Conducting physical verification of inventory on periodic basis and reconciling with systems stocks
- Submitting periodical reports as per schedule to respective customers
- Managing customer operating procedures and interface.
- Analysis of rate from various vendors as per the quotation and preparation of comparison statement and submitting to the same to our Project Manager for procurement & Approval.
- Preparation of Purchase Order and placing to the same to various vendors based on the rate approval for supply of material as per requirement.
- Preparation of Material Receipt Note on receipt of supply at site as per our Purchase Order to our concerned Vendor.
- Arrangement of Inspection for various Materials received at stores for necessary approval before making Goods Receipt Note. (GRN)
- Control over Inventory at all times not to exceed minimum level as indicated by our Project Manager.
- Control over issue of materials to various department based on MIS (Material Issue Slip) duly authorized by concerned Site Managers.
- Preparation of material issue book report at the end of every month and submitting to the same to the Regional Manager Accounts for reference and records.
- Preparation of perpetual inventories system for various high valves items, spare parts periodically and submitting to the same to our internal audit department for analysis.
- Well versed with **ORACLE IPM** systems

**Nov'1998-Oct'2001 at LARSEN TURBO LTD, ECC DIVISION as Storekeeper**

**Job Role:**

- Control over issue of materials to various department based on MIS (Material Issue Slip) duly authorized by concerned Site Managers.
- Preparation of material issue book report at the end of every month and submitting to the same to the Regional Manager Accounts for reference and records.
- Preparation of perpetual inventories system for various high valves items, spare parts periodically and submitting to the same to our internal audit department for analysis.
- Preparation of stock statement for various inventory at the end of every month and submitting to the same to Regional Manager Accounts for records.
- Preparation of sub contractor Material debit notes for chargeable on inventory Tools & Tackles on chargeable basis for recovering the same from their progress bill periodically.
- Reconciliation of Construction Material materials at the end of every month (Receipt Vs Issue and balance stock available at bin) for necessary accounting.
- Preparation of Construction component register and reconciliation of the same periodically for receipt / issue to site and dispatch to other site and regions.
- Preparation of necessary dispatch documents for Plant & Machinery equipment and vehicles Earth Moving Equipment to other site and Regions.

**Sept'1996-Nov'1998 at PASSRI CELLULOSE LTD. (Polymer Company) as Storekeeper**

**Job Role: A reputed Manufacturing unit**

- Incoming Materials Received i.e. Machinery, Chemical, Raw Material, spare parts etc.
- Storage of materials in different stores sheds i.e. Raw materials, chemical, spare parts & Machinery etc.
- Issued Materials to Production Dept. as per Issue requisition.
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- Issued Materials to Production Dept. as per Issue requisition.
- Ensuring accuracy in processing customer orders, item retrievals and dispatches as per defined process flow and to maintain all the related records. Monitoring receipts, dispatches and inventory.
- Conducting physical verification of inventory on periodic basis and reconciling with systems stocks.
- Submitting periodical reports as per schedule to respective customers.
- Managing customer operating procedures and interface.
- Planning and coordinating with the transportation, material pickup and delivery.
- Handling vendor bills and freight negotiation.
- Ensuring timely renewal of annual maintenance contract of hardware and other warehouse gadgets
- Maintaining continuous cleanliness of the warehouse
- Periodic Audit of internal auditor, QA/QC audit & year ending third party audit.
- Maintaining of jobs as per Company Quality & Safety aspects.

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**EDUCATION**

- ↳ **PGDMM (POST GRADUATE DIPLOMA IN MATERIALS MANAGEMENT) from IMM, NEW ELHI.**
- ↳ **B.A.LLB. from UTKAL UNIVERSITY, ORISSA 1991.**

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**IT SKILLS:** Outlook, Power Point, MS-DOS, EXCEL, **SAP**, ORACLE IPMS, **ERP (ORACLE & BAAN)**

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I hereby declare that the above furnished particulars statement of my Bio-Data is true of my knowledge and belief.

Date: 11/04/2023  
Place: **DOHA**

  
Signature of the Candidates.