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**Hema Sundara Rao MNV**

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**SENIOR WAREHOUSE PROFESSIONAL**

Receipts ~ Inspection ~ Sampling ~ storage & Preservation ~ GRNs ~ Stock Issue ~ stock Reconciliation ~ Tracking of inward & outward ~ Inventory Control ~ P~ Finished Dispatches ~ Documentation ~ GST filing ~ Manpower handling ~ Regulatory, ISO & stock audits ~ SAP knowledge ~ Reports ~ Manpower handling ~ Team Work

**PROFILE SUMMARY**

* Dynamic professional with experience of more than 20 years in the Warehouse, Export Dispatches, Procurement, Excise related activities of Bulk Drug, Formulation, Chemicals and fertilizers & Petro-chemicals and Cartons manufacturing industries as specified below.
* **Currently working with National Paper Industry (Mahy Khoory Group),Ajman, UAE as Supervisor-Stores & Purchase.**
* Experienced in managing operations of warehouse in various functions by following Standard Operating procedures. Timely checking of received materials, GR, issue posting, stock reconciliation, Stock, ISO, safety Regulatory Audits and Maintaining Good housekeeping.
* Good Experience on system work of all SAP transactions in MM and SD Module to do the GR, Issues, Transfer, return goods & bin location etc., and problems solving of all SAP related issues by taking the help of SAP team and also worked on Finsys system.
* Good controlling of stock by periodical checking and identifying the space to storage maximum materials.
* Good documentation of Export dispatches and Coordination with internal department QA, Logistic & Production & packaging department for dispatch related issues. Also worked in Procurement to procure lab chemicals and glass-ware items.

**AREAS OF EXCELLENCE**

● Warehous Operations ● Operating of SAP MM & SD Moduel ● Problems solving ● Implementation ● SOP preparation ● Manpower handling ● Team Management ● System Work ● GMP procedures ● Audits

**CAREER CONTOUR**

**Job Responsibilities:**

1. **Working as Supervisor – Stores & Purchase at National Paper Industries(Mahy Khoory Group), Ajman, UAE since Jan-2022 to till now. (Manufacturing of Cartons)**

* Supervising of entire warehouse activity of receipts, issues,safe unloading of materials, MRR Posting, sticker pasting and bin location updating in the finsys system.
* Ensure to timely submitting of MRR documents to finance.
* Timely issues of all raw materials to the production without any delay and reconciliation.
* Ensure to timely removal of paper scrap and make the invoice.
* Ensure to maintain the documents as per ISO standards, FSC Standards and attend the audits.
* Manpower handling and preparing shift schedule.
* Ensure to maintain Good-house keeping and preservation of materials, appropriate storage of material and updating the bin location.
* Prepare monthly reports of non moving, damage and ageing analysis.
* Maintain minimum stock of all consumable, raw materials and re-ordering.
* Ensure to timely create of Purchas requisition, Price Negotation, Comparision statement, PO create and order placing.

1. **Worked as Warehouse incharge at Spansules Formulations, Hyderabad-India from April-2021 to Dec-2021. (Manufacturing of Pallets)**
2. **Raw-Materials, Packing & Finished Goods:**

* Ensure to timely receipts of all raw materials, packing materials against purchase order by approved vendor.
* Ensure to do the de-dusting of received materials after that placing the material at quarantine area, labeling sampling and GRN posting.
* Ensure to obtain the sampling result by QC department either approved or rejected after that labeling storage at designated area.
* Ensure to dispense the materials as per BMR quantities in the dispensing booth and ensure to cleaning and calibration of weighting balance.
* Ensure to do the posting of the stocks in the stock registers as well as system posting.
* Ensure to availability of the stock in the warehouse as per the production plan.
* Ensure to maintain of minimum stock of all Excipients and indenting.
* Periodically verify the stocks physical Vs system quantities and reconciliation.
* Ensure to maintain the all records as per SOP like cleaning, calibration & temperature records
* Ensure to storage the materials as per storage conditions and identifying of non moving & near expiry materials.
* Prepare for audit in the warehouse by maintaining good hours keeping and maintaining all records.
* Ensure to storage of expiry and rejected materials in lock and key and need to maintain records.
* Preparing Daily, Monthly reports of stock, receipts and sales

1. **Export and Domestic of Finished Goods:**

* Ensure to receipts of Finished Goods from the production against transfer note.
* Ensure to update the stock in the RG1 register as well as system.
* Ensure to receipts of dispatch plan and sale orders after that check the availability of stock.
* Coordinate with internal departments (production, QA, Sales and Transporters)
* Ensure to book the vehicles to dispatch the finished goods to various distinations.
* Ensure to prepare the documents of invoice, packing list, delivery challan, tax invoice, E-invoice & way bill
* Ensure o check the vehicle conditions and safety measures before loading.
* Ensure to get the yearly rate contract with the transporters based on the performance.
* Ensure to send the all documents along with consignment.
* Ensure to prepare the reports of sales,, input, monthly receipts details,stock statement
* Ensure to submit monthly GST returns & input statement.

1. **Worked as Material Coordinator at Sadara Chemicals Company(Saudi Aramco & Dow Chemicals), from Oct-2015 to Nov-2020 - Jubail-Saudi Arabia (Manufacturing of Petrochemicals)**

* Ensure to receipts the materials of mechanical, electrical spares and consumables against purchase order and prepare the check list.
* Ensure to do the article checking, inspection,sticker pasting and storage respective storage location.
* Ensure to posting of GRN, location updating in the SAP and maintaining the all documents of Material test certificates.
* Ensure to close the problems of damaged, incorrect & shortage materials which is recived from the various vendors.
* Ensure to send the mechanical spares for repair against returnable gate pass and ensure to close within the time limit.
* Ensure to send the daily receipt, Damage and issue reports to the concern department heads.
* Ensure to arrange the materials plant-wise for immediate issue.
* Stock checking, reconciliation and reporting.

1. **Worked as Assistant Manager at Nagarjuna Fertilizers & Chemicals Ltd from March-2012 to Nov-2015 – Hyderabad-India (Manufacturing of Fertilizers)**

* Ensure to receipts of Mechanical, electrical, Insutrments spares and consumables against purchase order.
* Ensure to timely posting of Goods receipt note and issue of all issued materials against issue slip.
* Maintain inward and outward register in the system as well as manually.
* Periodically stock checking and reconciliation.
* Maintain minimum stock of all consumable items and reordering.
* Create the Purchase requisition in the SAP system as per request by end user.
* Obtain the annual contract from the supplier.
* Prepare comparison statement after get the quotation from the various supplier/vendor.
* Price negotiation, Create the PO in the system.
* Placing the order and follow-up for delivery.
* Follow-up for pending orders.

1. **Worked as Junior Manager-Warehouse at Dr.Reddy’s Laboratory (Formulations-FTO-3)– from March-2006 to March-2012- Hyderabad – India (Manufacturing of formulations)**
2. **Raw Materials:**

* Responsible to oversee department adherence to systems of receipt, Sampling Storage, labelling, issue and reconciliation of raw material& packing materials.
* Responsible to ensure department and warehouse audit readiness with regard Good Manufacturing Practices, regulatory and non-regulatory requirements.
* Responsible to monitoring and maintaining physical stocks of raw materials and packing material with proper labelling
* Responsible to verify stock statements and other documents, to prepare stock reconciliation report.
* Responsible to Transfers the materials one plant to another plant with proper documents against stock transfer order.
* Responsible for Identification of expiry and rejected materials ensure to storage in separate area and periodically apply for destruction.
* Responsible for verification and reconciliation of physical verses SAP stock periodically.
* Responsible to take the necessary safety precautions in the warehouse during the material handling.
* Responsible to maintain and monitor of calibration of weighing balance, temperature and cleaning records.
* Submitting the bills and GRN to Finance Department for payment process.

**b) Warehouse:(Finished goods Exports, Transportation & Documentation)**

* Responsible for Receipt of finished goods from production department to finished goods warehouse against transfer note with duly signed by concerned person and storage respective rack.
* Responsible to make the necessary entries in the RG-1 registers as well as SAP system.
* Receiving of dispatch plan from planning department and checking the availability of products in the warehouse and book the vehicles for loading of finished products to various destinations.
* Responsible for supervising of the palletization as per packing specification and loading.
* Responsible for preparation of all documents (ie. Export invoice, packing list, ARE1 and examination reports) and do the billing in SAP, and ensure to loading of the products.
* Responsible for receiving of Exhibit batches from production department against transfer note and storage accordingly and same issue to R&D department against issue slip.
* Responsible for coordination with internal and external department.
* Responsible for handling of Rejected materials and periodically destruction of these with approval and do the necessary posting in register as well as SAP system.
* Responsible for attending of regulatory and stock audits.
* Responsible for preparation of monthly reports.
* Responsible to maintain of good house-keeping.

**6) Worked as Executive-Warehouse at Nicholas Piramal India Ltd from Sept-2004 to March-2006- Zaheerabad – India (Manufacturing of bulk Drugs)**

* Get the CT-3 and procurement certificates from the excise department to procure the materials as per company requirement to procure without excise duty.
* Submit CT-3 certificate to the vendor for supply the materials against CT-3.
* Submit the D-3 intimation to the excise department after receiving the goods against CT-3.
* Get the inspection of received goods by excise department after submission of D-3.
* Maintain EOU Records, submission of ER-2 returns.

**7) Worked as Assistant –officer-Warehouse at GR-Intrachem Pvt Ltd from Sept-2002 to Aug-2004- Hyderabad – India (Manufacturing of bulk Drugs)**

* Receipt of raw materials, GRN posting, Stock issue and maintaining stock records.

**ACHIEVEMENTS**

* Implemented two tier loading in the container for sea shipment to reduce cost saving.
* Higherst palletisation work has been done in a day to complete export activity as per management suggestion.
* Implemented manual invoice to system invoice in the SAP.
* Implemented Non GMP warehouse into GMP warehouse.
* Done the reconciliation of high volume reels stock which is difference 1080 tons.(book Vs physical)
* Implemented SOPs and locations fixed for the paper rolls by fixing location boards in the warehouse,
* Implemented Documents of Delivery note for non returnable and delivery note for returnable.

**CERTIFICATION**

* PG Diploma in Computer Application.
* Type writing higher grade in English & Telugu

**IT SKILLS**

Â Well versed with:

SAP (MM & SD Module) & Finsys system

MS Office (Word, Excel & PowerPoint) and Internet Applications

**EDUCATION**

* P.G. Diploma in Material Management from APPC, Hyderabad in 2006
* B.Com. (General) from AJ Kalasala, Machilipatnam from Nagarjuna University in 1996

PERSONAL DETAILS

Date of Birth :rth 02nd July, 1973

Address : Plot No. 63,64(Flat.no.101),Vishnu towers, Shiridi Hills, Gajularamaram,

Hyderabad-500055, Telangana State.

Languages Known : English, Telugu & Hindi

Passport No. : V8773412

Passport Validity : July-2032

**(HEMA SUNDARARAO MNV)**