



ANURAG TRIPATHI

Date of Birth: 20/12/1992

Nationality: Indian

Gender: Male

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Visa Status- Visit Visa

ABOUT ME

To handle every task with responsibility and enhance organizational growth with team spirit, hard work and focused approach on final result & together knowledge and experience in an esteemed organization by using my theoretical and practical knowledge in an empirical way this be an asset to the organization.

WORK EXPERIENCE

02/05/2022 – 30/06/2025 Indore, MP., India

WAREHOUSE MANAGER LIFE CARE LOGISTICS PVT. LTD.

Main activities and responsibilities under my controlled:-

- (1.) Maintain minimum level of inventory by planning daily work load for export & domestic orders.
- (2.) Inventory management, Daily pick -Pack dispatch operation.
- (3.) Dealing with all transport & logistics companies.
- (4.) Dispatch as per the route plan.
- (5.) Receive the orders from the customers, co-ordinate with the customers, forwarders, internal Logistics & plant.
- (6.) Managing transportation by coordination with different transporters as per sizes of material and agreement for transportation of material.
- (7.) Execute the orders in timely manner to hit the On time delivery.
- (8.) Documentation & record keeping maintain compliance on part of statutory needs in Dispatch department.
- (9.) Control & mentor the manpower working in dispatch department.
- (10.) Maintain 5S into the dispatch department along with flow of material.
- (11.) Maintain proper entries of shipping and receiving of goods in Ms excel.
- (12.) FSRs (Free Sample Requests) dispatches (invoicing) as per FIFO by coordinating with Production & Stores Department.
- (13.) Analyzing and reporting Forecast vs Actual dispatch deviations to Factory Manager.
- (14.) Preparation of Dispatch Report in Coordination with Stores Department.
- (15.) Schedules shifts of the staff to ensure efficiency and tracks attendance.
- (16.) Ensure that all stock is stored in correct locations in the warehouse.
- (17.) Keep the warehouse and other areas tidy and clean.
- (18.) Maintain activities of WMS and RST.
- (19.) Maintain activities of inward and outward with proper registers.
- (20.) Maintain proper scanning of inward and outward material.
- (21.) Maintain material according to date of manufacturing.
- (22.) Maintain proper fire safety Precautions.
- (23.) Knowledge of SAP SD and MM, MS Excel (V looks and Pivot table), SAP TM models like freight order mgmt in S5.

Email info@lifecarelogistic.com

Address 37-38 Lasodia Mori, Near Gati Petrol Pump, AB Road, Indore (MP). , Indore, MP., India |

Website <https://www.lifecarelogistic.com/>

01/04/2019–30/04/2022 Bangalore, India

SENIOR ASSOCIATE (UBER FREIGHT, USA PROJECT). WIPRO(MNC).

Main activities and responsibilities under my controlled:- (1.) Project work with Uber Freight of managing in Bill of Landing, Lumper

receipt, TONU, Purchase order, Carrier, Proof of Delivery,

Line Haul, Detention.

- (2.) Providing analysis for accounts payables for clients in freight transport and analyzing loads cost.
- (3.) Document financial transactions by entering account information.
- (4.) Substantiates financial transactions by auditing documents.
- (5.) Email/live chatting with senior account members regarding account related issues.
- (6.) Live voice communication with senior account members regarding account related issues.
- (7.) Reporting, live tracking, load acceptance, team handling being Point of contact, etc.

02/01/2017 – 09/12/2018 Kanpur, India

STOCK MANAGER SHALIMAR INDUSTRIAL CORPORATION (LEATHER INDUSTRY).

Main activities and responsibilities under my controlled:- (1.) Check works in warehouses, manufacturing units, or retail stores.

(2.)They maintain product inventories through computer systems. (3.)Responsible for receiving and sending shipments. This position requires a degree in business. (4.)Design and implement an inventory tracking system to optimize inventory control procedures. (5.)Examine the levels of supplies and raw material to determine shortages. (6.)Document daily deliveries and shipments to update inventory. (7.) Ensure the safe use of equipment and schedule regular maintenance(Godown incharge). (8.) Check production output according to specifications (Godown incharge). (9.) Train new employees on how to safety use machinery and follow procedure (Godown incharge). (10.)Prepare detailed reports on inventory operations, stock levels, and adjustments. (11.)Perform daily analysis to predict potential inventory problems. (12.)Analyze different suppliers to obtain the best cost-effective deals. (13.)Recruit and train new employees.

01/01/2016 – 31/12/2016 Jaipur, India

DGS TRANSLOGISTICS INDIA PVT, LTD.(JAIPUR). SAP EXECUTIVE

Main activities and responsibilities under my controlled:-

- (1.) Received the orders from the customers, co-ordinate with the customers, forwarders, internal logistics and plant.
- (2.)Managing transportation by coordination with different transporters as per sizes of materials and agreement for transportation of materials.
- (3.)Execute the orders in timely manner to hit on the delivery.
- (4.) Maintain proper entries of shipping and receiving of goods in Ms excel, from junior employee.
- (5.)FSRs (Free samples requests) dispatches (invoicing) as per FIFO by coordinating with productions and stores department.
- (6.)Analyzing and reporting forecast vs actual dispatch deviation to factory manager.
- (7.) Preparation of dispatch report in coordination with stores department.
- (8.)Order dispatch as per the route plan.
- (9.)MIS preparation on daily /weekly/monthly basis.
- (10.) Supplier s bills tracking, reconciliation and payment follow-up.
- (11.)Deal with emails and customers queries related to order tracking, shipping details and order status.
- (12.) Ensuring E-way bill, invoice, longsheel,COPD,OPD,WMS,RST, maintain excel sheet years wise materials.
- (13.) Maintain entries of LR (Lorry receipt),dealer wise location.
- (14.) Maintain scanning report of materials done by checkers.
- (15.)To ensure the reply of coming mails.

EDUCATION AND TRAINING

02/02/2013 – 30/12/2016 Kanpur, India
LLB (BACHELOR OF LAWS). Chhatrapati Shahu Ji Maharaj University, Kanpur

AddressF7W8+QJ9, Kalyanpur, Kanpur, Uttar Pradesh 208012, 208012, Kanpur, India | Website<http://csjmu.ac.in>

01/01/2010 – 12/12/2013 India, India
B.B.A (BACHELOR OF BUSINESS ADMINISTRATION). Chhatrapati Shahu Ji Maharaj University, Kanpur

AddressF7W8+QJ9, Kalyanpur, Kanpur, Uttar Pradesh , 208012, India, India | Website<http://csjmu.ac.in>

15/08/2019
THE FUNDAMENTAL OF DIGITAL MARKETING Google Digital Garage
2017–2018 India

*COURSE ON COMPUTER CONCEPTS(CCC) National Institute of Electronics and Information Technology (NIELIT)

AddressPlot No. 3,PSP Pocket sector-8 Dwarka, New Delhi, 110077, India | Websitewww.nielit.gov.in

2017–2018 India
*COURSE ON COMPUTER CONCEPTS PLUS(CCC PLUS) National Institute of Electronics and Information Technology (NIELIT)

AddressPlot No. 3,PSP Pocket sector-8 Dwarka, New Delhi, 110077, India | Websitewww.nielit.gov.in

LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Course on Computer Concepts | Google Digital Garage: Digital Marketing | Microsoft Office | Microsoft Powerpoint | Microsoft Excel | YOUTUBE | Good command of SAP