

ANUJ KUMAR

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[183032275](#) Location: Katni Madhya Pradesh

Overview

With over 7.Years experience in Sales, Logistics, Cash, & Electronics Industry. A Team Player with leadership qualities & a quick thinker. Looking for Growth & Opportunity exploring something new every time.

CPR Distributors Pvt Ltd, Indore, Madhya Pradesh (1st November 2018-17th JUN 2024) As Logistic Executive (1.5 Year)-

Inventory Management

- Oversee and manage the stock levels of electronic products.
- Ensure the accurate and timely tracking of inventory, including receiving, storing, and dispatching products.
- Conduct regular stock audits to ensure the accuracy of stock records.
- Coordinate with the warehouse team to ensure proper handling and storage of electronics, ensuring minimal damage or loss.

2. Order Processing

- Manage incoming customer orders and ensure prompt and accurate processing.
- Coordinate with suppliers, vendors, and internal teams to fulfill orders.
- Ensure that the correct products are shipped to customers within the promised time frame.
- Monitor order fulfillment, ensuring that there are no delays or discrepancies.

3. Shipping & Delivery Coordination

- Oversee the packaging, labeling, and shipping of electronic products to customers or retail locations.
- Select the most appropriate and cost-effective shipping methods.
- Track and monitor shipments to ensure timely deliveries.
- Resolve any shipping-related issues such as delivery delays, damages, or lost shipments.

4. Vendor Management

- Establish and maintain relationships with suppliers, manufacturers, and logistics service providers.
- Negotiate and manage contracts with logistics providers and vendors.
- Ensure timely procurement of goods based on sales forecasts and stock levels.
- Monitor vendor performance and compliance with terms and service agreements.

5. Warehouse Management

- Supervise daily operations of the warehouse, ensuring that it is well-organized and efficient.
- Ensure that all products are stored according to safety standards, especially fragile or high-value electronics.
- Implement and enforce health and safety regulations to prevent accidents and damage to stock.
- Ensure the smooth flow of goods between receiving, storage, and dispatch areas.

6. Customer Service Support

- Address customer inquiries regarding the status of orders, product availability, and delivery details.
- Provide tracking information to customers and assist with return or exchange processes as required.

As Sales Executive.

Customer Engagement & Sales

1. year exp ISD Philips Pvt Ltd Working in . Infiniti Retail Ltd.(Tata Croma Jabalpur
6. months exp(TL) Poonam fabrications cement product manufacturers (cement),sheetal dham organic nursery Narmadapuram

- Greet and assist customers in a friendly and professional manner, ensuring a positive shopping experience.
- Demonstrate product features, benefits, and technical specifications to customers, helping them make informed purchasing decisions.
- Meet and exceed individual and team sales targets, contributing to the store's overall sales performance.

As Head Cashier (4 Years)

Cash Register Operations

- Operate the cash register efficiently and accurately to process customer transactions.
- Ensure proper handling of cash, credit/debit cards, and digital payment methods.
- Issue receipts, refunds, or change to customers as needed.
- Maintain an accurate cash drawer throughout the shift and perform regular cash reconciliations at the start and end of shifts.

Sudarshan Motors, Indore, Madhya Pradesh (February 2017- September 2018) as Head Cashier.

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INTERNSHIP's

- Internship in Computer Application in Ordnance Factory Khamaria Jabalpur, Madhya Pradesh (Jan 2013- June 2013) as Intern.

Academic Qualifications

M.Com - R.D.V.V, Jabalpur (2017- 2018).
ITI (SCVT) Govt Niwas, Mandla (M.P)- 2016-2017.
B. Com - R.D.V.V, Jabalpur (2013-2016).
12th - M.P Board (June 2012). 10th –
M.P Board (June 2010).

Key Skills

Logistic management, Cash Management, Store management, Dispatch, Purchase management, GRN Entry, Shipment, Outward/ Inward Purchase, Stock management, Inventory management, Supply Chain Management, Supply Chain Management, Transportation Coordination, Coordinate Logistics Services, Operational Schedule, Coordinate the full order cycle.

Proficiency

- MS Office ○ MS Excel ○ DMS, Saksham Software.

Languages Known

- Hindi
- English