



VIKRAM VAIRAGI

Store & Warehouse Management

Udaipur (Raj.) India | +91 9460851376 | Vikramvairagi1@gmail.com |

PROFESSIONAL PROFILE

Dedicated and hard-working Store and Warehouse Assistant with Five years of combined experience in retail and warehouse operations. Proficient in inventory control, stock handling, order picking, shelving, and maintaining organized storage areas. Experienced in assisting customers on the shop floor, operating POS systems, and ensuring shelves are well-stocked and displays are appealing. Strong understanding of workplace safety, teamwork, and time management. Committed to supporting smooth day-to-day operations and delivering excellent service in both retail and warehouse environments.

EDUCATION

Bachelor of Arts, Sabarmati University – Ahmadabad, India – 2020
Rs-Cit, VMOU - Kota

AREAS OF EXPERTISE

Sales Techniques and Support | Purchase Order (PO) Processing| Problem resolution| Cost Optimization & Saving | Financial reporting| Inventory Control | Invoice generation | Hub Operations Management | Warehouse Layout Planning| Dispatch Planning | Inbound & Outbound Logistics | Delivery Issue Resolution | Supply Chain and Procurement Coordination | Vendor Relations | Procurement & Sourcing

WORK EXPERIENCE

Warehouse Incharge | July 2025 to March 2026
Maruti Suzuki Genuine Parts (Hind Automotive – Udaipur)

- Oversaw inventory control processes to ensure accurate stock levels and minimize discrepancies.
- Conducted regular inventory audits to identify variances and implement corrective measures.
- Developed organizational systems for efficient storage and retrieval of parts.
- Managed a team of warehouse operatives, enhancing daily operations for improved productivity.
- Scheduled transportation of outgoing goods to meet customer requirements.
- Helped maintain loss prevention by reporting suspicious activity and misplaced stock.

Store Assistant | July 2024 – June 2025
Ghassan Aboud Group – Dubai, UAE

- Consistently achieved high customer satisfaction scores by providing personalized service and product recommendations in a fast-paced hypermarket environment.
- Inventory Control & Monitoring: Analyzing stock levels to prevent over-stocking or stock-out situations, Keeping carrying costs minimal
- Accelerated product availability by promptly unpacking new merchandise and arranging items on racks.
- Organized and maintained a well-structured stockroom, enabling faster restocking.
- Reduced customer complaints through proactive assistance, problem-solving, and product knowledge.
- Helped maintain loss prevention by reporting suspicious activity and misplaced stock.
- Executed daily opening and closing procedures efficiently, contributing to smooth store operations.

Executive - Warehouse | November 2021 – May 2024
Mogli Labs India Private Limited (HZL) –Udaipur, India

- Ensured uninterrupted production by coordinating procurement of raw materials from approved suppliers.
- Successfully negotiated contracts and delivery terms with vendors, achieving cost savings and securing reliable supply timelines.
- Maintained optimal inventory levels through accurate demand forecasting, reducing excess stock and minimizing carrying costs.
- Developed strong, trust-based relationships with suppliers, resulting in improved delivery reliability and faster resolution of supply chain issues.
- Aligned procurement planning with production schedules, reducing material shortages.
- Implemented proactive stock monitoring systems, streamlining replenishment cycles.

Office Assistant - January 2020 - September 2021
State Bank Of India - Dabok, Udaipur

KEY SKILLS

Core Skills: Effective Communication | Interpersonal Skills | Organizational Skills | Strategic Planning | Conflict Resolution | Negotiation Skills | Time and Resource Management | Team Coordination

Languages: English – Proficient | Hindi – Proficient

Technical Skills: MS Office: Excel, Word, PowerPoint, And WMS Software

PERSONAL INFO

Name: Vikram Vairagi
DOB: 10/07/1998
Sex: Male
Marital Status: Married
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