

SHAIKH ALIM RASHID

Assistant Store Manager



9 Years 0 Month



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Profile Summary

With over 9 years of extensive experience in store management, I possess advanced proficiency in warehouse and inventory operations, materials management, and team supervision. I have a proven track record of maintaining precise stock records, optimizing logistics, and ensuring seamless supply to production units. My expertise extends to managing store activities including documentation, ERP data entry, stock audits, and vendor coordination to ensure efficient operations. I am highly skilled in inventory control techniques such as FIFO, LIFO, and ABC analysis. Renowned for my disciplined approach to ensure compliance, minimize wastage, and enhance operational efficiency. I am a reliable, detail-oriented professional committed to driving organizational success through effective store management.



Key skills

- Store Management
- Inventory Management
- Team Management
- Logistics Management
- Audit Compliance
- Warehouse Management
- SAP
- Excel
- PowerPoint
- Word



Personal Information

City Ahmednagar

Country INDIA



Education

M.Com, 2016

Pune University



Work Experience

Dec 2019 - Present

Assistant Store Manager

CPF INDIA PVT LTD

-Orchestrated warehouse and store operations, encompassing warehouse management, inventory management, and regulatory compliance.

-Upheld audit-ready condition across all warehouse and store areas, ensuring strict compliance with regulatory standards.

-Kept the Head of Department and Company Head apprised of all warehouse operations through regular reporting.

-Monitored material storage conditions, ensuring proper segregation based on material properties.

-Supervised day-to-day records and collaborated with maintenance and instrumental departments for timely preventive maintenance and calibration.

-Oversaw the receipt of raw materials and dispatch of final products in accordance with quality control department standard operating procedures.

-Coordinated with the Raw Material Purchase Department to fulfill production requirements and with the Sales Department to meet orders.

-Ensured accurate physical stock verification by reconciling actual materials with system stock using SAP or company software.

- Prepared for and facilitated regulatory and statutory audits and visits.
- Provided comprehensive training on standard operating procedures and cGMP practices, emphasizing the safe handling of hazardous materials within the department.

Maintained a stock of Personal Protective Equipment (PPE) in the warehouse, strictly adhering to all safety norms within the plant premises.

Aug 2016 - Dec 2019

Store Officer

Prasad Sugar and Allied Agro Product Pvt Ltd

Finish Goods logistics management

ERP systems (Tally)

Inventory control and documentation

Coordination with production and Sale teams

Awareness of factory safety and material handling standards