

Rajendra Lawand

Store Executive

Summary : Store Executive with strong background leading teams and daily operations for bustling retailer. Highly skilled at managing inventory, overseeing purchasing processes and guiding employees to maintain continual flow of goods and enhance profitability. Confident decision-maker and tactful when directing others in fast-paced setting.

Work History

Store Executive Matel Motion And Energy Solution Pvt Ltd.

Jan 2021-
Current

- Maintained accurate records of daily, weekly and monthly sales figures.
- Monitored inventory levels to ensure appropriate stock levels for peak trading periods.
- Maintained records of items shipped, received, or transferred to another location.
- Inspected physical condition of warehouse and equipment to ensure compliance with safety regulations.
- Monitored stock levels and identified ordering needs.
- Organized store displays to ensure maximum visibility of products.
- Assigned duties such as restocking shelves or cleaning work areas to team members.
- Stocked, replenished and organized inventory to keep store merchandise fresh.
- Verify the received goods against the purchase order and accompanying documentation to ensure accuracy in quantity, quality, and specifications.
- Prepare the Goods Receipt Note (GRN) document, recording details such as the received quantities, item descriptions, supplier information, and any noted discrepancies.
- Completing the GRN accurately and promptly is crucial for maintaining inventory accuracy, tracking expenses, and ensuring smooth operations within the store.
- Prepare a rejection note detailing the reasons for rejection, including item descriptions, quantities, reasons for rejection, and any supporting evidence (such as photos).
- Both rejection notes and debit notes play essential roles in maintaining accurate records, resolving discrepancies, and ensuring accountability in the procurement and supply chain processes.
- Using SAP Business One software streamlines various processes related to inventory management, procurement, and financial transactions. Here's how rejection notes and debit notes could be handled through SAP Business One
- By leveraging SAP Business One software, organizations can efficiently manage rejection notes and debit notes.

Contact Address

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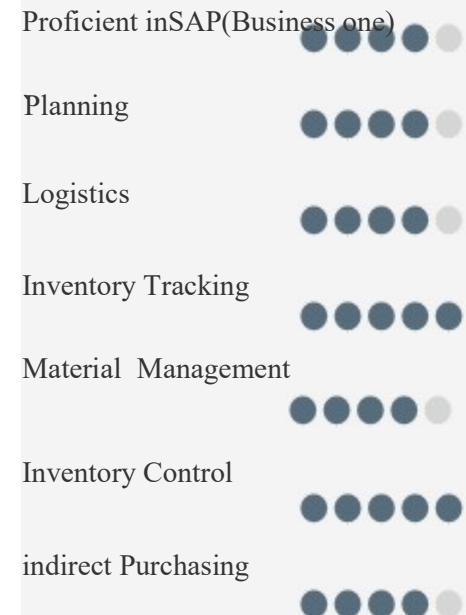
Phone

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Skills



OCT 2016-
May 2020

Store Associate **D Mart**

- Receive, inspect, and record incoming materials.
- Ensure accurate and timely entry of inventory data into the system.
- Conduct regular physical inventory counts to maintain stock accuracy.
- Monitor stock levels and replenish inventory as needed to meet customer demand.
- Coordinate with purchasing department to place orders for replenishment stock.
- Ensure efficient use of storage space by organizing and optimizing stock placement.
- Pick, pack, and prepare orders for delivery
- Verify accuracy of orders before dispatch
- Coordinate with logistics team for timely delivery of orders to customers.
- Inspect incoming goods for quality and compliance with specifications.
- Identify and report any discrepancies, damages, or defects in received items.
- Implement corrective measures to address quality issues and prevent recurrence.
- Maintain accurate records of inventory transactions, including receipts, issuances, and returns.
- Generate reports on inventory levels, stock movements, and shrinkage for management review.
- Ensure compliance with company policies and procedures related to inventory management.
- Collaborate with store management and other departments to achieve store objectives and targets.
- Support colleagues and work as part of a team to accomplish daily tasks and projects.

Additional Know-Hows

- MS Office Excel & MS Word..
 - Audit Documentation
 - Hands on Daily Practice on SAP System.
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- Mechanical Project selection at college level in Tech Fest.

Education

- (2011) **BA Geographical 66.17%**
SRM Khatav Shivaji University Kolhapur
- (2008) **12th Arts 60.83%**
SRM Khatav Shivaji University Kolhapur
- (2006) **10th SSC 51.20%**
New English School Kolhapur

Personal

Details

Address : Ap-Daruj, Tal-Khatav, Dist-satara

DateofBirth : 05-Jully-1991

MaritalStatus : married

Language : Marathi Hindi