

PRAKASH H. KHARADE

STORE | DISPATCH | INVENTORY | WAREHOUSE | LOGISTICS MANAGEMENT

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A results-driven professional and leader offering multi-faceted experience in managing **materials, logistics, and inventory processes**; aiming to express potential and deliver results through **senior-level assignments** with an organization of high repute.

Core Competencies

Store & Inventory Management
Dispatch & Logistics Coordination
Material Receipt & Inspection
Stock Reconciliation
Supplier/ Vendor Coordination
Supply Chain Optimization
Cost Optimization & Control
MIS Reporting & Analytics
Audit & Internal Controls
Risk Management & Mitigation
Cross-functional Collaboration
Team Building & Leadership

Technical Skills

Oracle
Microsoft Office Suite

Achievements

Felicitated with the Best Employee Award across multiple years: 2009, 2011, 2015, and 2016

Received the Best Kaizen Award for years 2011, 2014, 2017, and 2024

Demonstrated strong functional knowledge of Oracle Supply Chain modules.

Profile Summary

- Amassed **over 15 years** of experience in driving operational excellence across **material handling, warehousing, inventory control, and logistics management** within fast-paced industrial and manufacturing environments.
- Currently associated as **Assistant Manager for Store and Dispatch at Fleetguard Filters Private Limited**, leading a diverse team to optimize supply chain operations.
- Expertise in managing **comprehensive store functions** — from material receipt verification and inspection to inventory optimization and dispatch coordination — ensuring seamless integration with **production, finance, and procurement teams**.
- Strong background in implementing **structured warehouse practices** such as **FIFO methodology, GRN processes, invoice tracking, and systematic bin tagging**, enabling streamlined material flow and reduced operational risks.
- Proficient in conducting **internal audits, compliance inspections, and layered audits** related to **materials, tools, and job contractors**, contributing to continual process improvement and adherence to quality standards.
- Skilled in designing and executing **streamlined warehouse practices**, including **cycle counting, FIFO management, rejection handling, stock reconciliation, and audit compliance**, aimed at achieving operational excellence and 0 inventory discrepancies.
- Demonstrated capability in building and sustaining **high-performing cross-functional teams (CFTs)**, fostering collaboration across **store, dispatch, production, quality, and finance departments** to drive daily operational targets and strategic goals.

Work Experience

Fleetguard Filters Private Limited | Dec'2009 Onwards

2009 - 2010
Junior Executive

2010 - 2012
Executive

2012 - 2023
Senior Executive

2023 - Now
Assistant Manager

Key Result Areas:

Store Management & Inventory Control

- Managing material receipt, quality & quantity verification with department heads, GRN preparation, and warehousing activities using Oracle Modules (Store, Dispatch, WIP).
- Driving inventory management through FIFO, tagging received items, bin card updates, commodity-wise cycle counts, and stock reconciliation between physical & system stocks.
- Handling material inward processing with proper gate entry documentation, invoice verification, GRN creation, and daily GRN bills submission to Finance.
- Ensuring invoice generation against e-way forms for subcontract materials.
- Monitoring daily unloading activities ensuring zero pendency, maintaining unloading reports, conducting daily manpower reviews with CFT, and attending plant BPR meetings.

Audit & Quality Control

- Leading internal audits for products, processes, layered audits, and ensuring material, tools, and contractor quality standards are met across the store and dispatch areas.
- Inspecting quality and quantity at material receipt, validating invoice quantity against physical material received, providing documentation to support auditing requirements.
- Reconciling all tracking documentation for store-related operations (gate entry, bill handover, material movement), verifying bills for accuracy against purchase orders.
- Managing rejection/damage returns to suppliers with records.

Education

-  **Diploma in Material Management**
Vinayaka Mission University,
Tamil Nadu | **2016**
-  **B.Com.**
Shivaji University, Maharashtra
2006

Personal Details

Date of Birth: 22nd March 1983

Languages: English, Hindi, Marathi

Current Address: Plot No. 13,
Doddankoppa 03rd Phase KHB
Layout Dharwad – 580 008

Permanent Address: Geetanjali
plot no 10, Shivnagar NEW MIDC,
Satara – 415 004

Team Coordination & Problem Solving

- Collaborating with CFT to resolve operational issues, leading daily store/dispatch area rounds to highlight and escalate area-specific concerns.
- Empowering teams through delegation and problem-solving initiatives.
- Supporting advanced troubleshooting of warehouse management, inventory control, and material flow systems, while driving continuous improvements in operational processes.

Dispatch Planning & Compliance

- Planning daily dispatch vehicle schedules based on BPR gaps, ensuring 100% delivery compliance, daily dispatch tracking till delivery at customer end.
- Driving verification of FG A-tag quantities as per system app alerts.
- Ensuring MTS and MTO delivery compliance, coordinating daily with transporters for vehicle planning, and conducting weekly transporter bill verifications with dispatch CFT.
- Managing FG cycle counts weekly and participating in weekly WRM (Warehouse Review Meetings) to understand and solve dispatch-related issues with the cross-functional teams.

Process Optimization & Continuous Improvement

- Ensuring compliance of job orders as per production planning, reviewing consumable inventory stock, and maintaining compliance for media papers and tin sheet inventories.
- Organizing meetings with maintenance team for MHE issue reviews and attending monthly Store & Dispatch MRM meetings with HODs to escalate and resolve bottlenecks.

Data Management & Reporting

- Preparing MIS and KPI reports using Oracle and MS Office tools, ensuring real-time tracking of material movements, inventory statuses, dispatch activities, and financial submissions.
- Overseeing daily PEEP register verifications, submitting bills to Finance, processing data on monitoring systems.
- Performing monthly physical versus system stock reconciliation to ensure data integrity.
- Highlighting store and dispatch operational issues during plant MRM and WRM meetings, ensuring continuous feedback loops for process improvements and enhancements.

Highlights:

- Reduced **DOOM inventory** from ₹5 Cr to ₹0.75 Cr (an **84% reduction**) by implementing strategies such as **conversion**, **consumption**, and **scrapping** of materials.
- Served as **Lead Auditor** for **IATF audits**, driving compliance and audit excellence.
- Maintained a record of **zero safety incidents** over the past **16 years** through proactive safety leadership and risk mitigation.
- Ensured **zero major/minor NC (Non-Conformity)** observations in **Store and Dispatch** audits by strengthening operational controls.
- Sustained **100% annual stock accuracy** for **FG** consistently over the last **16 years**.
- Maintained **annual stock accuracy within 0.5%** for both **Stores and FG** over past **16 years**.
- Minimized **gross inventory discrepancy** from **5% to less than 1%**, maintaining the improved level consistently for the last **5 years**.
- Achieved a separate milestone of **zero safety incidents** over the past **7 years** through continued emphasis on a safe working environment.
- Optimized **manpower utilization** by **33% reduction** through SOP revisions, process analysis, and effective deployment of resources.