

SANTOSH MAHARANA

Warehouse & Dispatch Manager

📍 Current Location: Ahmedabad, Gujarat

🏠 Permanent Address: Berhampur, Odisha

📞 Mobile: 9824796629

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PROFESSIONAL SUMMARY

Warehouse & Dispatch Manager with **28+ years of solid, ground-level experience** in warehouse operations, inventory control, dispatch planning, logistics coordination and documentation management. Strong exposure to **engineering, pharma, manufacturing and industrial warehouse environments**. Expert in handling **inward-outward, GRN, dispatch execution, transporter coordination and MIS reporting**. Known for discipline, accuracy, responsibility and ability to manage warehouse operations independently without babysitting.

CORE COMPETENCIES

- Warehouse & Store Management
 - Inventory Control (FIFO / FEFO)
 - Inward – Outward & GRN Processing
 - Gate Entry & Documentation Control
 - Dispatch Planning & Execution
 - Transport & Logistics Coordination
 - Sales Order Dispatch Handling
 - Vendor & Transporter Coordination
 - Manpower Supervision & Shift Planning
 - ERP / Excel / MIS Reporting
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KEY SKILLS & FUNCTIONAL AREAS

Warehouse & Inventory Operations

- Complete responsibility of warehouse including **receipt, inspection, storage, identification, preservation and issue** of materials.
- Handling **raw material, packing material, finished goods, consumables and engineering items**.
- Stock verification, reconciliation and control of physical vs system stock.

Inward – Outward & Documentation

- Gate entry, GRN, delivery challan, issue slip, return note and reconciliation.
- Proper documentation as per company, audit and statutory requirements.

Dispatch & Logistics Management

- Daily dispatch planning as per sales order priority and customer commitment.
- Vehicle placement, loading supervision and coordination with transporters.
- Dispatch follow-up till delivery confirmation.

Manpower & Operations Control

- Supervision of warehouse staff, helpers and loaders.
- Shift planning, work allocation and discipline control.

ERP / MIS Reporting

- Preparation of daily, weekly and monthly MIS reports.
 - Inventory, dispatch and asset tracking using ERP / Excel.
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PROFESSIONAL EXPERIENCE

Axis Engineers – Hyderabad

Operations / Store & Dispatch Coordinator

2019 – December-2025

- Managed complete **warehouse, store and dispatch operations** for engineering materials.
 - Controlled **inward–outward process**, gate entry, GRN and documentation.
 - Planned and executed **dispatch schedules** based on sales orders and priorities.
 - Coordinated with **transporters, vendors and internal departments**.
 - Maintained **inventory records, stock reconciliation and MIS reports**.
 - Supervised warehouse manpower and ensured smooth daily operations.
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Dr. Reddy's Laboratories – Hyderabad

Warehouse Assistant/ Dispatch

2014 – 2019

- Handled warehouse operations for **raw and packing materials**.
 - Ensured **FIFO compliance**, proper storage and timely issue to production.
 - Maintained documentation and supported dispatch planning with logistics teams.
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Fab Erectors, Jharsuguda, Odisha

Data Entry/man Power Handle/Site Supervisor

2009 – 2014

- Supervised site manpower and material movement.
 - Supported quantity verification, billing coordination and site reporting.
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Orissa Stevedores Ltd., Jharsuguda, Odisha

Store Assistant /Data Entry/ Vehicle Maintenance Supervisor

2003 – 2009

- Managed store operations, logistics documentation and transport coordination.
 - Maintained vehicle maintenance and operational records.
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SSGS Rice & Oil Mills, Bargarh, Odisha

Store Assistant

1997 – 2003

- Maintained records for inward, stock and dispatch.
 - Prepared daily stock and sales reports.
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EDUCATIONAL QUALIFICATION

- **Bachelor of Arts (B.A.)** – Jharsuguda, Odisha
 - **Higher Secondary (Arts)**
 - **Secondary School Certificate**
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PERSONAL DETAILS

- Date of Birth: **09 June 1980**
 - Marital Status: **Married**
 - Languages Known: **English, Odia, Hindi, Telugu, Gujarati**
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DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.