

# Resume

## **Tolaram Pareek**

**Email:** trpareek08@gmail.com

**Add:** - 23B Shree Balaji Nagar Kaloo Bass

Shri Dungargarh Bikaner 331803 Rajasthan

**Mobile:** 9714205680, 8529836032

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**OBJECTIVE:** Seeking challenging assignments to obtain a responsible and rewarding position in a progressive organization where my work experience would have a valuable contribution through a combination of skills, hard work, dedication and integrity.

### **PROFIL**

- Diligent, competent & result oriented professional with over 12 years of experience in the industry.
- Operating successfully in a lean organization and also be able to create a vision that can scale with growing volume.
- Plan and draw up a production schedule, Branch Operations, Store Operations, Materials Management, Logistics, Returns and Inventory Control and Outbound.
- Decide on an order the resources that are required.
- Ensure that health and safety guidelines are followed at all times.
- Supervise and motivate a team of workers.
- Self-motivated, hardworking and goal-oriented, with a high degree of flexibility, resourcefulness and commitment.
- A team player, ability to work comfortably with people from diverse backgrounds and experiences.

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## **Professional Experience**

**Star Agriinfrastructures Pvt Ltd**

**Apr-25 to Present**

**State Coordinator – Smart Metering Project (Genus Infrastructure Ltd.) | Rajasthan**

### **Key Responsibilities:**

- Coordinated state wide operations for the Rajasthan Smart Metering Project under Genus Infrastructure Ltd.
- Managed MIS reporting, including daily, weekly, and monthly dashboards for installation and operational progress.
- Ensured smooth field operations by coordinating with site teams, vendors, and management for target achievement.
- Performed data validation and reconciliation of installation, replacement, sealing, and consumer information.
- Managed issue escalation and resolution, improving workflow efficiency and reducing operational delays.
- Monitored team productivity, ensuring adherence to project guidelines and quality standards.
- Liaised with DISCOM officials for approvals, sealing activities, and compliance documentation.
- Supported inventory tracking for meters, SIMs, CTs/PTs, and installation materials to avoid field shortages.
- Implemented data accuracy improvements, resulting in more reliable reporting and faster decision-making for project teams.
- Ensured accurate material issuance and return records, reducing discrepancies between site stock and District warehouse.
- Monitored daily inward/outward stock movement, maintaining real-time updates in MIS and project tracking systems.
- Tracked damaged, faulty, and replacement materials, ensuring proper documentation and quick resolution with vendors/warehouse.

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## Professional Experience

Reliance Retail Limited (A Group of Reliance Industries Ltd.)

Sep-21 to Apr-25

### Assistant-Manager (Warehouse Operations)

#### Key Responsibilities:

- VRN to Trip Creation: - Created a smooth process from VRN to trip creation & Vehicle released within SLA (%).
- GRN completion with zero tolerance: - GRN Completed with zero tolerance within SLA (%).
- 100% Put away of GRN articles: - Put away Completed with zero error within SLA (%).
- DMS Completion: - DMS SLA for completion is 24 hrs. But I have made process to completed DMS by EOD with zero error.
- Bin Audits - 100% as per schedule with No deviation.
- Debit note process - 100% Debit note raise as per TAT.
- Reduces Bad Sloc Inventories - Track and reduce on daily basis.
- Cycle count accuracy - Cycle count accuracy maintain 100%.
- QA audits - Damage, Quality issues, Pack sizes, Audits.
- Monitoring to control on Damage/Near Expiry/Expired Stock -Conduct on daily audits.
- WM Data Maintenance & Mapping - On Regular basis.
- Clear Storage and Section Mismatch - On Regular basis.
- Consumable Management - Weekly consumption booking.
- Work Force Utilization - 100%.
- Return process/Design/Layout set up: - Following RMFC - Return process/Layout/ Design to make operational function smoothly.
- 100% Put away Return articles timely & accurately:-Put away Completed with zero error within SLA (%).
- Physical segregation of articles (saleable & unsaleable):- Physical segregation of articles (saleable & unsaleable) - Following as per Layout.
- Ensure 100% adherence to loss accountability metrics: - Monitoring to adhere 100% in terms of accountability.
- Responsible for Picking, Packing, Staging, Inventory, Bulk sale, Consolidate sale, Bad Sloc, STO, and Cycle count, Bin audit, stock correction, PI and RTV.
- Making STO Invoicing, Bulk sales Invoicing and E-way bill.
- Picking list and WM scanning Activity.
- Sending dispatch details to customer, provide accurate reports of billing data.
- To fulfill all orders and dispatch on same day during month end.
- Organizing effective distribution and monitoring orders to check that drivers distribute them on time.
- Recruiting delivery drivers, warehouse staff and other employees involved in logistics and supply
- Communicating the estimated time of arrival into the system.
- Team Development: - Define KRA and responsibility for every team member at and review every day for maximum output.
- 3PL Recruitment & Training:-Taking huddle every day before shift started & Conducting training and assessment every week on Monday to grooming about new operational challenges and new processes.
- Responsible for Administration tasks like Monthly, 3 PL bills, Water, Electricity and Phone Bill Payment, APMC follow Ups, Maintenance and Vendor Management etc.
- Responsible for staff Roster and other manpower related issues like Salary, Leaves, Weekly Off, and Over-Time etc.
- Handling a team of one executive, 50+ Pickers, 5 Supervisors and 6 DEO.

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## Professional Experience

Rivigo Services Pvt Ltd

Nov-16 to Sep-21

### Operation Executive

#### Key Responsibilities:

- Overall responsibility for delivery and Pick-up the shipment.

- Preparing for vehicle and pilot arrangement.
- Route planning for Local and Line Haul vehicle to deliver the shipment as per design.
- Vehicle Tracking with GPS or Phone for timely delivery.
- Taking Client/Customer feedback on delivery & Pick-up and Driver behaviour.
- Visit State Border for releasing hold vehicle by RTO or STO.

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### Professional Experience

Blue Dart Express Limited

Oct-15 to Nov-16

#### Executive- Fleet

##### Key Responsibilities:

- Overall responsible for end to end operation process.
- Fleet management as per the volume of load available at different project & making availability of trailer as per the customer requirement.
- Fleet maintenance to avoid en-route breakdown and safe and timely delivery.
- Route controlling with GPS or Phone for timely delivery and update in ERP.
- Driver management, Driver recruitment as per company policy, guiding driver regarding safe driving (KYT).
- Route planning and cost optimization for business profit.
- Fleet documentation for timely renewable.
- Designing the formats of MIS (Management Information System) & KPI (Key Performance Indicator).
- Expertise in maintaining Vendor & own fleet reports.

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### Professional Experience

TCI Supply Chain Solutions (A Group of TCIL)

Sep-11 to Jan-15

#### Officer-Logistics

##### Key Responsibilities:-

- Customer's delivery planning as per customer convenience.
- Devising efficient Logistics Management System to ensure delivery of the goods /shipments as per committed time lines and cost.
- Handling Route Set Up for the Long Route Vehicles & Ensuring the accuracy of Logistics Related Documents.
- Ensure no delivery failure from suppliers.
- JIT and milk run concepts applications.
- Making Trailer Availability report on daily basis and ensuring trailer availability to customers as per dispatch plan.
- On receiving dispatch plan from GM India Pvt. Ltd, allotting the same to different vendor as per there preferred route and capacity.
- Taking follow up with team members for correct and safe loading of car inside the trailer.
- Taking follow up with the different vendors for submission of POD Timely.
- Submission of Bill to Customer and taking follow up with them for Payment
- Maintaining efficient records of invoice received from customers accordingly and shorting them according to zone wise & state wise locations.
- Damage settlement for damage consignments received at dealer end.

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### Educational Credentials

Graduation (B.A.)

### **Computer Skills**

- **OPERATING SYSTEMS** : Proficient in Windows 2010
  - **PLATFORM** : Computer Fundamental, Software,
  - **APPLICATION SOFTWARES** : MS Office, ERP, Tally, SAP.
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### **Key Strength**

- Self-motivation.
  - Ability of accepting challenges of life.
  - Perseverance.
  - Good written & presentation skills.
  - Work effectively with an update attitude.
  - Able relocate and travel as needed.
  - Committed to deadlines and schedules.
  - Fast learner; adapt well to change and pressures in work place.
  - An effective communicator with excellent relationship building & interpersonal skills and ability to relate to people working at all levels.
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### **DECLARATION**

I hereby declare that the information given by me is true and I will be responsible for any fault.

Date: .....

Place: .....

Tolaram Pareek