


RESUME

VIJAY MAHIDA

Warehouse & Supply Chain

Management – Sr. Officer

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OBJECTIVE

I aspire to achieve challenging and successful career where I can make significant contribution using my innovative idea, knowledge, skill with the objective of development and growth of organization.

ACADEMIC QUALIFICATIONS

QUALIFICATION	UNIVERSITY/BOARD	YEAR	PERCENTAGE/ GRADE
Bachelor of Arts	Saurashtra University	2022	8.7 (CGPA)
H.S.C.	GSEB	2019	59.28 %
S.S.C	GSEB	2017	54.16 %

SUMMARY:

Accomplished Assistant Manager with extensive experience of 3+ years in procure-to-pay processes, inventory management, and vendor relations. Proven track record in negotiating contracts, ensuring timely deliveries, and maintaining inventory accuracy across multiple locations.

CAREER GOALS:

Objective is to achieve a fair leading position in SCM functions which include Procure to payment, Sales & Distribution, Inventory management, Order to cash , Account receivabl

WORK EXPERIENCE

- **Warehouse Sr. Officer**, May-2021 to Current at Livmore Life Sciences, Karjan Vadodara. (3+ Year)
- Overseeing receiving, warehousing, and distribution operations.
- Strategically manage warehouse in compliance with company's policies and GMP requirements.
- Supervise and train warehouse staff, ensuring adherence to standard operating procedures (SOPs) and safety protocols.
- Filling the Logbooks and area logbooks and entries in Batch Production and Controlled Record after dispensing.
- Follow up with Quality control department for timely sampling and release of materials
- Responsible for production planning and material management for manufacturing, material requirement planning & dispatch planning.
- Responsible for Managing end-to-end Procurement Process focusing the areas of procurement planning, category management, procurement analytics, purchasing & expediting deliveries, and Source-to-Pay, Accounts Payable.
- Handled end-to-end responsibility from Purchase Requisition (PR) to Purchase Order (PO), PO to Goods Receipt Note (GRN), and GRN to Payment, ensuring effective procurement operations.
- Monitored dispatch operations, minimizing delays and ensuring on-time deliveries to customers.
- Follow up with vendors to ensure timely delivery of materials, ensuring smooth operations.
- Implemented effective inventory practices such as LIFO and FIFO methods, reducing material wastage by targeted <1%.
- Managed inventory audits and reporting across zones, ensuring accuracy and compliance.
- Proactively followed up on inventory planning, PO placement, delivery timelines, goods receipts and documentation, ensuring smooth supply chain operations.
- Negotiate with vendors on cost to obtain the most favorable terms for the organization.

SKILLS

- Hardworking having good communication and intellectual skills.
- Supply chain, procure to payment , Source to payment, Inventory Operations, Logistics& Distributions
- Ready to work in the difficult situation and comfortable to adopt change.

PERSONAL PROFILE

- **Name** : Vijay Mahida
- **Father's Name** : Mr. Pravin Bhai Mahida
- **Date of Birth** : 04/05/2002
- **Nationality** : Indian
- **Marital Status** : un-married
- **Languages Known** : English, Hindi, Gujarati,
- **Gender** : Male
- **Permanent address** : At. Kubda, Ta - Dhari, Dist.- Amreli
Pin code – 365640.
- **Current address** : At. Karjan, Dist. – Vadodara, Gujarat.
Pin code – 391210.

DECLARATION

I hereby agree and declared that above information is truly and certifying it with my signature as below is not false or misleading.

Date:-

Place:

(MAHIDA VIJAY P.)