NAVEEN G

Assistant Manager Stores

+91 8248790948

Naveengcs1@gmail.com

D.No-1, SVK Layout Road, Thendral City,
Hosur, Tamil Nadu 635126.

SUMMARY

Results-driven professional with overall 9.3 years and 8.8 years of experience in store operations and inventory management. Proficient in material management, 5S methodology, and physical inventory control. Skilled at optimizing processes to improve efficiency and accuracy in store operations. Seeking to leverage expertise in store and inventory management within a dynamic organization.

PROFESSIONAL EXPERIENCE

- GRB Dairy Foods Pvt Ltd as a Assistant Manager Stores at Hosur
  from 25.09.2026 to Present
- Mother India Farms Groups
  - Mother India Farms as a Senior Executive - Inventory Management at Harur
    from 01.01.2026 to 24.09.2026
  - Mother India Organics and Naturals Pvt. Ltd. as a Store Executive-In-Charge at Hosur
    from 01.06.2023 to 31.12.2.25.
- STS Manufacturing Pvt. Ltd. as a Store Executive at Hosur
  from 02.05.2022 to 31.05.2023.
- TVS Sundaram Fasteners Limited as a Storekeeper at Hosur
  from 16.02.2018 to 30.04.2022.
- Huge Exports Backhand Operation in Bank as a Document Verification Executive at Bangalore
  from 02-07-2017 to 05-02-2018.

CAREER HIGHLIGHTS

- Inventory management
- FIFO maintenance
- Kaizen implementation & reduced customer complaints
- Maintained accurate records to support financial reporting
- Trained and supervised a team of junior staff
- Stock register and bin card system
- SAP postings (PR, GRN, MRN, DC, RGP, NRGP, STO)
- Real-time stock level management in cloud-based Excel
- Managed Inventory of 600+ Materials

JOB RESPONSIBILITY

- Managed end-to-end store operations, improving efficiency and accuracy by 30% through process optimization.
- Received and inspected all incoming materials, ensuring 100% accuracy with purchase orders and reporting discrepancies.
- Prepared Goods Receipt Notes and maintained accurate documentation for all stock movements.
- Coordinated with the supply chain team for inventory level management and stock replacement.
- Ensured compliance with store policies, safety and regulatory guidelines, achieving zero non-compliance incidents.
- Prepared daily, weekly, and monthly stock reports, supporting financial reporting accuracy.
- Issued materials to production and other departments, reducing material retrieval time by 25%.
- Enhanced store efficiency by optimizing inventory management and updating product displays.
- Implemented and maintained standard operating procedures for improved store workflow.
- Managed manpower allocation and shift planning to ensure smooth workflow and 100% coverage.
- Conducted regular audits and cycle counts, minimize stock discrepancies to less than 2%.
- Oversaw inventory management in a cloud-based Excel system in real time.

- Trained and supervised a team of junior staff, fostering professional development and adherence to company policies.
- Specialized in SAP postings (PR, GRN, MRN, DC, RGP, NRGP, STO) and export delivery challan generation, handling all documentation efficiently.
- Maintained stock register and bin card system with 98% accuracy.
- Implemented FIFO, LIFO and Kaizen practices, reducing customer complaints by 20%
- Monitored preventive maintenance, ensuring materials remained in optimal condition,
- Followed ISO, 5S, and quality system procedures to ensures organization, efficiency, safety.
- Managed material receipt, inspection, and documentation for all incoming and outgoing goods.
- Generated export delivery challans and E-way bills, ensuring 100% compliance with tax regulations.
- Maintained accurate inventory records, supporting financial reporting and audits.
- Streamlined inventory management processes, reducing time delays by 30% through effective stacking and labeling.

CERTIFICATION

- Certified by the Tamil Nadu state board in English typewriting.
- Certified by the private institution in Diploma in computer application.

KEY SKILLS

- SAP ECC 6.0 & SAP HANA in B-One Version.
- ERP - Roadmap Soft.
- MS office-Word, Excel & PowerPoint.
- Real-time stock level management in cloud-based Excel.

ACADEMIC PROFILE

- MBA – Operations Management (Pursuing) Bharathidasan University – 2026 – Present
- B.Com - Imayam Arts & Science Collage, Thiruvalluvar University – (Vaniyambadi)
- DCA - SRM Learning Tree Pvt. Ltd., SRM Infotech – (Vaniyambadi)
- HSC & SSLC - Islamiah Boys Higher Secondary School – (Vaniyambadi)

LANGUAGES KNOWN

- Languages known : English, Tamil, Telugu, Kannada, Hindi

PERSONAL SKILLS

- Ability to work independently and as part of a team.
- Detail-oriented and able to handle multiple tasks simultaneously.
- Verbal and written communication skills.
- Highly motivated, committed, and adaptable to an industrial ambience.

PERSONAL DETAILS

- Gender : Male
- DOB : 09/05/1997
- Marital Status : Married

DECLARATION

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

Naveen.G