

Gurukul Educational And Research Institute

SHIKSHA SANKUL, SAHASTRADHARA ROAD, NEARBY IT PARK,
DEHRADUN, UTTARAKHAND PIN CODE - 248013



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Warehouse Management - Certificate / Diploma Course

Course Duration: 6 Months / 12 Months

Eligibility: 10th / 12th Pass

Module 1: Introduction to Warehouse Management

- Basics of Warehouse Operations
- Types of Warehouses
- Roles & Responsibilities of Warehouse Executive

Module 2: Inventory Management

- Stock Control Techniques
- FIFO, LIFO Methods
- Stock Verification & Auditing
- Barcode & RFID Basics

Module 3: Logistics & Supply Chain Basics

- Introduction to Supply Chain Management
- Transportation & Distribution Process
- Vendor Coordination

Module 4: Documentation & Record Keeping

- Goods Receipt Note (GRN)
- Invoice & Dispatch Documentation
- Data Entry & MIS Reporting

Module 5: Warehouse Safety & Security

- Safety Standards & Guidelines
- Fire Safety Basics
- Handling Hazardous Materials

Module 6: Technology in Warehousing

- Warehouse Management System (WMS)
- Computer Basics for Warehouse Operations
- ERP Introduction

Module 7: Team Management & Communication

- Communication Skills
- Team Coordination
- Problem Solving Techniques

Assessment Pattern:

- Written Examination
- Practical Assessment
- Viva / Interview

Career Opportunities:

Warehouse Executive, Store Keeper, Inventory Controller, Logistics Coordinator, Supply Chain Assistant