RAJAT [RAJAT.292346@2freemail.com](mailto:RAJAT.292346@2freemail.com)

SENIOR ASSOCIATE –Department Of Logistics & Material Management

**PROFESSIONAL CAREER:**

An experienced, hard working, uprightness, adaptable, focused and disciplined Senior Associate, I’ve long more than 17th year’s track record in logistics, raw material, transportation, purchase, procurement, stock and inventory, distribution, vendor development, and operation control to make my organization more effective in achieving to business goals. I’m able at accurately calculating total supply chain costs, and also have extensive knowledge of procurement principles, practices, and procedures. I’ve had extensive exposure to first tier logistics. I’m pro-active and able to keep several plates revolving without losing focus on the base of customer’s requirements. I’ve experienced to leading the team and reached the goal within estimated time frame. I can troubleshoot issues that are able to affect supplies. I’ve track record of creating net value by building efficient infrastructures and logistics. I’m always focused on ensuring that the customers and business needs are met first. On a personal level I’m someone who modifies my performance based on feedback, credential grow or the self-analysis of past mistakes.

**WORK EXPERIENCE:**

**PRESENT ORGANIZATION:**

I’m working in a **Japanese Chemical & Petrochemical Multinational Industry** at Haldia in West Bengal, India.

* COMPANY NAME: MCC PTA India Corporation Private Limited.

This is the holding Company of Mitsubishi Chemical Corporation- Japan.

* LOCATION: Village & PO- Bhuniaraychak, City- Haldia, West Bengal, India,
* PRODUCT: PTA (Purified Terephthalic Acid)
* TURNOVER: 9.75 MT / PA
* EMPLOYEE: 4000 (Permanent + Contractor labor)

I’m working in this company from **01st October, 1999 to present date**

**TOTAL EXPERIENCE:**

* More than 17th years.

**JOB PROPFILE OF MY 17th YEARS CAREER:**

LOGISTICS:

* Manpower arrangements and scheduling
* Plan and co-ordinate transportation of materials and manage the timely flow of customer orders
* Provide and maintain good customer service and solve problems
* Packing and Quality assurance
* Scheduling maintenance chart
* Handling stock and Inventory of finished product
* Communication with Production, Quality, Contract supervisors and Maintenance for normal logistics operation
* Coordinating loading, shipping, as per sales order

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PROCUREMENT LOGISTICS:

* Responsible for maintaining a record of all outstanding purchase orders with external vendors.
* Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.
* Expedites all critical orders with local subcontract vendors.
* Reviews expediting schedules on all customer orders. Obtains and forwards information to planning and sales teams.
* Responsible for all duty customs sales and tax functions, including certification and verification, drawback, and compliance with governmental agencies.
* Coordinates imports and exports.
* Reviews freight rates: courier, and land.
* Liaises with custom brokers for updated reporting procedures and valuations.
* High responsibility and loyalty for smooth and efficient purchasing activities.
* Coordinate, supervise and evaluate all purchasing activities of subordinates
* Perform and supervise and evaluate all purchasing activities to ensure safe and smooth production activities.
* Establish and maintain high standards of relationships with suppliers for the most cost-effectiveness and favorable services.
* Perform any purchasing matters by interacting with inside party concerned.
* Develop and maintain constructive relationships with local governments and custom authorities and any other neighboring companies to secure purchasing activities.
* Develop and maintain high level of plant housekeeping, safety & environmental awareness of subordinates.
* Establish and implement education and training activities for subordinates to improve their knowledge and skill.
* Any other task as assigned by purchasing & distribution manager.

PURCHASE LOGISTICS:

* Buy the Goods (Raw Material, Spare Parts, Consumables, office supplies etc) & Services which will be used for the company’s own use.
* Able to handle the more complex or critical purchases, Service contracts, Blanket Purchase Agreements.
* Follow and maintain a purchasing policy and procedure manual.
* Follow the quality management system.
* Consider best price, quality, availability, reliability, selection variety & Technical support when choosing suppliers and merchandises.
* Communicate with production department, planning engineer & sales department to learn about the materials requirements for the production.
* Use many sources to find out about the potential suppliers, Very well experienced in “Evaluating Suppliers” as per quality management system.
* Arrange the logistic for all import and export shipments as per terms and condition of the sale and purchase orders.
* Discuss all the issues related to purchasing supplier and purchasing department employees with MMM along with recommendations to solve these issues to run smooth operation.
* Perform and Complete special assignments as per the MMM and management requirements and any other assignments upon the instruction of the MMM.

MATERIAL MANAGEMENT / MATERIAL HANDLING:

* Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, according to production and shipping schedules or department priorities,
* Maintain computerized record of receiving, issue, and stock and inventory
* Checking in details of purchase material before stored or warehousing
* Arranges in-plant transfer of materials to meet production schedules
* Compiles and maintains manual or computerized records, such as material inventory, in-process production reports, and status and location of materials.
* Maintenance requirements for parts and material are forwarded to ASD in a timely and continuous manner.
* Prepare Purchase Requisition & Issuance form

WAREHOUSING:

* Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order description & specification required.
* Issued and control warehouse & yard materials (Plates, Pipes & Structural)
* Arrange and segregate materials in their corresponding location.
* Maintain orderliness and cleanliness of the warehouse & yard.
* Supervise day-to-day operations in a warehouse.
* Supervise loading and unloading operations.
* Prepare shipping documentation and other related paperwork.
* Supervise forklift and pallet jack operations.
* Order, receive and maintain equipment, materials and tools.
* Supervise counting, weighing and identifying of materials meant for shipment.
* Check materials against customer orders, picking lists and billings.
* Develop annual department budget.
* Check and verify materials in warehouse periodically.
* Maintain records of equipment, materials and products.

TRANSPORTATION:

* Ensure implementation day-to-day activities of transportation.
* Supervise workloads, schedule, tasks and other related functions.
* Maintain and manage all databases relating to transportation activities.
* Ensure compliance of safety standards in transportation functions.
* Ensure maintenance of vehicles in good running condition.
* Handle loading and unloading operations.
* Initiate cost efficiency measures in transportation operations.
* Implement environmental laws, procedures and processes.
* Build internal and external customer relationships.
* Manage, supervise and monitor fleet operations.

OTHERS:

* Vendor Development and vendors performance rating
* Communication with stakeholders, vendors, internal customers, external customers, and Others
* Negotiations and budgeting
* Appraisal assessment of subordinate and others
* Stock and inventory management
* 5’S, Kaizen, Hatto Hiayari and Quality Control
* Training, Meeting and development of communication skill
* Communication with customer and registered & solve the problems
* Leadership, Motivation, and Teamwork
* Analyze the logistics and supply chain strategy
* Purchase and Procurement activities

**EDUCATIONAL QUALIFICATION:**

GENERAL:

* **Secondary Education** ( 10th standard) – 1994 from WBBSE with 55% marks
* **Higher Secondary Education** ( 12th standard) -1996 from WBCHS with 54% marks
* **B. Com (H)** – 1999 – Vidyasagar University – not completed
* **Integrated MBA (BBA+MBA**) -2015 from Jodhpur National University with 63% marks

DIPLOMA:

GRADUATE OR BACHELOR DIPLOMA:

* Diploma in Business Management -2011 from ISBM & A in Supply Chain Management with 75% marks

POST GRADUATE DIPLOMA:

* PGDBM in Logistics Management -2012 from ISBM & A with 83% marks

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* Behavior Based Safety -BBS –Verde

ERTIFICATION:

**LANGUAGE:**

* English – Speak / Write (Advanced),
* Bengali - Speak / Write (Mother Tongue),
* Hindi - Speak / Write (Advanced)

**ACHIEVEMENTS:**

* Crowned with the “Segment Award” given by Mr. Yoshihiro Umeha, Managing Director/MCC/Japan 2004
* Holds the distinction of receiving “Unstinted Service (10 Years) Award” by Mr. Yoshihiro Ikegawa, Managing Director/MCPI/India 2009
* Having credentials of receiving QC Award, QCC Jury Members for Minimization of Instrumentation Weighing Error during Bulk Loading, & Re-positioning of Tying loop to prevent chute clamp & clamp spring broken in 2010, 2011, 2012 & 2015.
* Credited for implementing **ISO and JSA** in various jobs and maintaining its documentations
* Cost Control in various (Freight, Machineries, FLT & Others) fields.

**ESSENTIAL PERSONAL INFORMATIONS:**

* DATE OF BIRTH: 15/11/1977 (15th Nov, 1977)
* AGE: + 38 Years
* GENDER: Male
* NOTICE PERIOD: One (1) Month Notice Is Required

**“POSITIVELY LOOKING FOR A JOB CHANGE, WHICH IS RELEVANT MY RESUME”**