

CURRICULUM VITAE

* **Ready for relocate (National & International)**
* **Ready for immediate Joining**
* **Logistic Manager 12. years experience + MBA (Logistics & Supply Chain Management)**
* **Current CTC (PA) : 7.2 Lakhs**
* MAHENDRA
* **mahendra.383382@2freemail.com**

**Key Competencies**

**Logistics Management | Dispatch Planning (Road, Rail, Vassals) | Transportation Management | Freight Forwarding | Export Coordination | Vendor Development & Analysis | Resource Utilization | Client Relationship Management | Cost-Estimation**

**Present Employer: Rajasthan Metal Casting Switchgear Ltd (RMC Switchgear Ltd.) Jaipur,** deal in the designing and manufacturing of Electronic Energy Meters, Turnkey Contract, Enclosures of Energy Metering, Distribution Boxes, and Panel, Sheet Molding Compound and Bulk Molding Compound, Solar Power Equipment and PVC profile sheets have a huge distribution network of PAN India.

**Role & Responsibilities**

Designation: **Manager Logistics**

Role: Head of Department

Team Handling: 20 -25 (Staff Members)

Period: 2017 to till now

**Logistics Management**

* Control the complete order cycle.
* Continually try to improve and develop business performance within the constraints of legislation, fuel costs and rising environmental pressures.
* Liaise and negotiate with transporter and suppliers.
* Improve daily dispatch targets.
* Monitoring invoicing billing with new GST modules.
* Coordinate with CHA for export.
* Coordinate with Production & Quality Team.
* Coordinate with Marketing Team.
* Manage day to day transportation.
* Warehouse Management, Vendor developing.
* Controlling complete road dispatch operation.
* Maintain Logistics Safety.
* E – way billing for PAN (if required).
* Responsible overall inbound Logistics.
* Use data from IT systems to evaluate performance and quality and to plan improvements.
* Prepare MIS of logistics.
* Working with SAP SD.

**Store/ Purchase/ Warehouse Management**

* Responsible for handling & maintaining appropriate yard, inventory & stock management practices and procedures for FIFO System, take corrective measures wherever appropriate to execute effective warehouse management.
* Performed Technical Stores Officer / purchase department duties at various corporate organizations of 100% EOU units and General Administration & Stores Inventory Control Affairs.
* Well versed with preparation of tender enquiry (Requirement of Spares), comparative statement of quotations, price negotiation, delivery terms and condition, purchase order and release order, invoice receipt, and appropriate ledger action. Disbursement of payment.
* Hands-on experience in Vendor development and purchase of materials with optimum cost and ensured on time delivery of spares for meeting production task.
* Well versed with receipt, issue & tracking of stores and packaging.
* Expertise in management of Warehouse, Technical Stores Depot, Packaging, Preservation of various Routable / spares. Material survey-pre & post receipt of items ex repair.
* Coordination with concern department as per requirement of materials thru minimum and maximum level of inventories
* Stores Documentation and maintaining various log books/ledger and statutory documents for accounts & audit.
* Shorting out Defect report preparation & Ratable repair advice, Annual Review of Demand (ARD) of spares for budgeting.
* Established Innovative methods for reducing freight costs by co-coordinating with other department activities.
* Reconciliation of inward materials, Physical verification, and Stock taking v/s SAP reports with cycle count.
* MIS reporting for management bodies.
* Timely training for store person like fire fighting, 5s, and materials safety.

**Past Employer: Emami Cement Ltd (ECL)** was founded with the purpose of providing the consumers of India with top quality cement at affordable prices. In order to do so, Emami Cement Limited has launched an integrated Risda plant in Chhattisgarh, which enjoys state-of-the-art technology established in collaboration with FLSmidth (Denmark) & GEBR Pfeiffer (Germany). The Risda plant also comes equipped with a Robotic Laboratory for quality monitoring and boasts a team of experts for total quality management. Our mission being to drive growth through quality and innovation in products and services.

**Role & Responsibilities**

Designation: Officer Logistics

Role: Railway Logistics Coordinator

Team Handling: 15 – 20 (Staff Members)

Period: 2015 to 2017

1. **Secondary Logistics**
2. Monitor rack placement on railway goods side and materials shifting from railways siding to plant.
3. Liaising with railways & Commercial bodies for rake operation.
4. Liaising for service tax certificate and refund of waiver & DC/WF imposed on Kolkata Railway Heads.
5. Dealing with various railways siding like CONCER & PRIVETE.
6. Coordinating rake and rail operations for Bengal and Northeast.
* In addition to the Cement dispatch and rake operations, coordination with Railway department for Service tax certificate, refund of waiver received and also application of DC/WF imposed on Kolkata railheads undertaken as few of the major activities.
* Working with SAP – SD
* Liaising with transporters and railway commercials with respect to rake operations
* Liaising for inward clinker rakes to grinding units.

**Past Employer: Ramco Industries Limited Keshwana Kotputli, Rajastha,** Ramco Industries’ two world class manufacturing plants have a combined capacity of approx. 120,000 metric tons per annum. Hilux boards are composed of a composite matrix of Portland cement and mineral additives reinforced with special grade cellulose fibers.

**Role & Responsibilities**

Designation: Assistant Manager Logistics

Role: Head of Department

Team Handling: 4 (Staff Members), 80 – 100 (Contractor Labor)

Period: 2010 to 2015

1. **Primary & Secondary Logistics**
* Set up the new logistics department for new Keshwana, Kotputli, Rajasthan Calcium Silicate Board Plant, (Production capacity 12000 Metric Tons.
* Handle the 1 lakhs square fit Finish good warehouse with effective inventory tools like, FIFO, ABC, cycle count
* Ensured the stocking space according the priority of customer and materials.
* Materials packing as per customer parameters and export standard.
* Handle multiple SKU’s as per size and thickness wise in finish good warehouse.
* Handle transportation for PAN india with complete transpiration like Packing list, Invoices, LR, driver KYC etc.
* Execute complete order cycle.
* Transportation tendering and finalization transporters for quarterly for PAN India materials distribution.
* Monthly reporting like ER1, ER6, MIS etc
* Reconciliation of materials, physical verification, stocking taking and matching
* Coordination marketing, production, quality department..
* Minimizing performance bottlenecks for achieving high productivity by rendering quality services, providing direction, support & guidelines to a team of consignee sales agents ensuring efficient resolution of complaint.
* Monitoring important documents such as COBI, CDI, Sales Return Invoice, Depot Transfer, Stock transport note, Zone Transfer, Simple Invoice, Product Conversion, Stock Transfer Zone wise etc. along with maintaining material Loss & Transit, Carrier Code and Customer Code etc. Updating in ERP system and MIS.
* Coordinating with Marketing, Quality & Production Department, Planning department, higher management and facility management; ensuring that the sets targets are achieved.
* Responsible for handling & maintaining appropriate yard, inventory & stock management practices and procedures for FG with FIFO System, take corrective measures wherever appropriate to execute effective logistics management.
* Establishing systems and procedures for monitoring logistics management and identified new and better cost and space saving techniques and methods for goods identification, storage & movement and using appropriate distance for the consignments.
* Effectively managing the entire range of logistics activities covering - Planning, Scheduling, Dispatching, Reverse Logistics and Tracking of Finished goods movements.
* Looking After Indigenous & Export Packing Consignments.
* Minimizing performance bottlenecks for achieving high productivity by rendering quality services, providing direction, operation training support and guidelines to the team ensuring efficient resolution of complaint.
* Developing strategies for implementation of Operation Excellence & Continuous Improvement System in the organization.
* Supervise logistics operation for ensuring timely deliveries & adherence to transit norms while interfacing with shipping agencies and freight forwarders for selection of vehicles & conducting negotiations for finalizing freight rates to optimize transportation costs & ensure minimum damage during transit.
* Drive key Strategic Initiatives while identifying and developing new business opportunities in order to deepen market penetration in the allocated areas and enhancing the client base of the organization.

**Past Employer: Transport Corporation of India (TCI),** with revenues of over Rs.2900 crore, is India’s leading integrated multimodal logistics and supply chain solutions provider. As “Leaders in Logistics”, TCI continuously strives to better existing systems, processes and productivity. With expertise spanning over six decades and infrastructure comprising an extensive network of 1400+ company owned offices, 11million sq.ft of warehousing space, a strong team of 6000+ trained employees and a strong foundation, TCI has expanded boundaries to offers seamless multimodal transportation solutions in both Indian and International markets.

**Role & Responsibilities**

Designation: Logistic & Dispatch Officer

Role: Freight forwarding In charge

Period: 2006 to 2009

**Logistics Safety:**

* Ensure logistics safety in plant like PPE, Wheel Chock etc
* GPS tracking system of vehicle
* Proper Packing of vehicle
* Forklift operator training
* Checking proper KYC of drivers & vehicle

**EDUCATIONAL QUALIFICATION:**

**Professional:**

* **MBA from SHOBHIT UNIVERSITY MEERUT (UP) with 60% Marks.**

##  Area of Specialization: Supply Chain Management

* **PGDCA from MCRPV UNIVERSITY BHOPAL with 63.65% Marks.**

## Area of Specialization: Computer Application

* **Passport No.: H3087159 (India)**

**Academic:**

 High School 47% marks Ajmer Board 2001.

 Intermediate 53% marks Ajmer Board 2003.

 Graduation 49% marks Rajasthan University 2006.

**PERSONAL PROFILE:**

Marital Status: Married