**SURESH**

**Mail:** [**suresh.383839@2freemail.com**](mailto:suresh.383839@2freemail.com)

**Professional Objective:**

To secure a dynamic position in a professionally challenging environment where my conceptual and analytical skills will be utilized to the utmost level and provides enough scope to explore my knowledge to serve the organization to the best of my ability and skills

**Profile & Career Scan:**

* A Qualified **B.Com Professional having over 8 years** of rich and extensive experience in Logistics Operations, Safety, Process and Quality Improvement and People Management. Presently associated with

**Vedanta limited (A Vedanta Group Company*)***

**Engaged in Power and the Metal processing.**

**Growth Path : Associate Trainee : Nov 2009- May 2011**

**Associate (Shift In charge): May 2011 – April 2016**

**Associate Officer : April 2016 – Continuing**

**KEY STRENGTH AREAS:**

**Handling activities related Export of FG ♦ Slime Dispatch Activities ♦ Resource Management/Optimization ♦ Training ♦ Quality Functions ♦ Plant Safety and Operations ♦ Safety Norms (EHS - Environment, Health and Safety)♦ Reduction of TAT of FG & Anode Activities♦ A good Team player ♦ learning things Quickly & Accurately♦ Act positive with a Professional Attitude** .**♦ Fleet Management Coordinator**

**Roles & Responsibilities in Vedanta Ltd Silvassa:**

* To ensure availability of Material as per planning and communication with Production Department.
* To ensure movement of material in inter departmental Zones-**Internal Material Handling**.
* To ensure the processing of Transport management system and movement and safe handling of Material.
* Direct to depots and customer dispatches by adhering all legal compliances
* Daily Dispatch Planning: regular and effective communication with Marketing Team and coordination with production
* To ensure **OTIF** customer dispatches by effective communication with transporters and customers as well by ensuring the satisfaction of internal and external customers.
* To ensure the Best Housekeeping & safe working ambience **in accordance with 5S & Safety Aspects**& to maintain ISO, Safety & Internal Standards.
* To maintain accuracy in all kind of Document Management by adhering SOP & other compliances.
* To develop fleet management by adapting new technologies & Strategies for **efficient freight, Cost control, Contract and Logistics Safety.**
* To ensure the accuracy in **inventory**.

**Roles & Responsibilities in Vedanta Ltd Tuticorin:**

* Handling the Copper Concentrate and Rock Phosphate Vessels
* Ensuring completion of all the activities related to Port in time & ensuring vessel berth planning occurs smoothly
* Material shifting to warehouse & Industry on time, having coordination with Local Transporters.
* Coordinating with marketing department, transporters and central excise department regarding customer complaints, speedy delivery and import documentation & container releasing respectively.
* Bills processing& clearance of Transporters on time.

**Business Excellence Activities:**

* Awarded as Special **Performer of the Month** in July 2013, Mach 2014.
* Active member in the team who is Awarded as **Team of the Month** in June 2015 and February 2018 for Reduction FG TAT.(**less than 1 hour**) which is lowest ever.
* Awarded as **Best safety steward for the year** 2013-2014
* Active member of **SGA projects**.
* Effectively participated in **5S activities** and won the “**Best 5s Zone**” thrice in **2015-16** as a team member.
* Initiated and implemented the **cost saving projects through kaizens**
* **“Excellent”** Performer in the Year 2017 – 18

**Technical Skills:**

* Knowledge of **SAP-ERP**.
* Skilled to work with logistics activities i.e.; Transport, fleet management Systems.
* Familiar to work With Lotus Notes, Microsoft outlook & Exchange corporate mail services.
* Skilled in Microsoft Office, Internet.
* Familiar & Skilled in BE activities like Kaizen, 5S
* Skilled in different HSE aspects i.e.; **BBS, FIRST AID, FIRE FIGHTING, EPRP** etc

**Internal Projects:C**ontinuous **I**mprovement **P**rojects &**S**mall **G**roup **A**ctivity

* **CIP & SGA: Reduction in FG TAT**
* **Steel Pallet Usage up to 600 no. / Month**

**Academic Profile:**

* **Bachelor of Commerce** from VOC College, Tuticorin in 2009 with **63%**
* **HSC** from Star Matriculation Higher Secondary School in 2006 with 79**%**
* **SSLC** from Star Matriculation Higher Secondary School in 2004 with 67**%**

**Personal Details:**

Date of Birth : 15.07.1988

Nationality : Indian

Languages Known : Tamil, English &Hindi (Spoke)

Hobbies : Playing Cricket, Swimming

Declaration:

I hereby declare that the above information is true up to the best of my knowledge and belief. I undertake to abide by the conditions of employment specified by the recruiters and to uphold the reputation of the institution.