**AJIT**



E-mail: ajit.211807@2freemail.com

**OBJECTIVE**

 Aspiring for a position commensurate with my experience and skills in man and material management,office administration which will challenge my existing skills in addition to enabling me to upgrade my skill sets.

**CAREER SNAPSHOT**

* Total of about **18years** of Professional experience in the **Manufacturing & Services Sector**dealing with**Man & Material management, Information management**and **Business decisions.**
* Responsible for **Administration**, **Production Order Control, Material Requirement Planning,Marketing**and implementing**Occupational Health and Safety policy and Environmental Safety measures**.
* Completed **SAP** training on **My SAP ERP 2005 (Enterprise Version 6.0) – Solution Consultant SCM – Planning & Manufacturing** at Siemens, Chennai.
* **Certified Internal Auditor** from TUV - Nord for **EMS** (Environmental Management System) and **OHSAS** (Occupational Health and Safety Assessment Series).

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| **WORK PROFILE** |

PLANT ADMINISTRATION MANAGER – Mar 2016 till Mar 2017

**Al Maha International Engineering WLL** – an Iron, Steel and Aluminum fabrication unit in Al Khor, Qatar.

Streamlined material flow and man power utilization for cost effective functioning.

OPERATIONS MANAGER– Nov 2014 till Jan 2016

**Marshal Scale Engineering WLL-** an interior design and build firm in Doha, Qatar.

Reduced project handover time frame to clients by optimizing various work stages.

SR. Manager - Operations &MARKETING - Jan 2012 till Sept 2014

**Aerotech Energy Pvt. Ltd at Mumbai – Maharashtra State, India**a manufacturer and exporter of

FRP (Fibre Reinforced Plastic) Industrial Axial Flow Fans.

Management Representative for implementing ISO 9001:2008 and OHSAS. Standardized all operational stages

Officer-Production & INTERNAL AUDITOR–July 1999 till Dec2011

**MRF Tyres Ltd at Chennai – Tamil Nadu State, India -** a reputed Tyre manufacturer and exporter of tyres to over 65 countries worldwide, which gave me a clear understanding of the work flow in a manufacturing unit and the need for documenting the same.

**KEY ACCOMPLISHMENTS**

* Analyzed executed projects and suggested productivity improvement measures, resulting in ultimately reducing about 3 to 4 weeks of project time.
* Reduced budgetary outflow for miscellaneous expenses.
* **Management Representative** for implementing **ISO 9001:2008**QMS and **OHSAS** (BS 18001:2007)at Aerotech Energy Pvt. Ltd, Mumbai.
* **Increased sales turnover by 22%** over the previous financial yearat Aerotech Energy Pvt. Ltd, Mumbai
* **Productivity raise by 11%** achieved over the year at Aerotech Energy P. Ltd, Mumbai.
* Implemented standardization of hardware to reduce inventory of different hardware, reduce inventory costs and facilitate interchangeability of tools at MRF Tyres Ltd, Chennai.
* Improved **internal control efficiency** and risk reduction by presenting valuable audit findings at MRF Tyres Ltd, Chennai.
* **Reduced scrap levels** from 13% to 6% by suggesting and implementing standardization of operations, modifications in material usage and material handlingat MRF Tyres Ltd, Chennai.
* My initiative resulted in a **savings of 17%** for my department, approximately **4.2 million Indian Rupees** per year in terms of reduction in scrap generation at MRF Tyres Ltd, Chennai.
* Worked as the **Business Analyst** for ERP implementation of Supply Chain Management for Bead manufacturing department at MRF Tyres Ltd, Chennai..
* **Identified problem areas** in relation to product storage and retrieval, suggested and implemented standardization across few sizes in terms of Raw material used at MRF Tyres Ltd, Chennai.
* **Trained** both new management trainees as well as workforce recruits in relevant areas of their job as well as conducted refresher training programs.

**JOB RESPONSIBILITIES**

**Al Maha International Engineering WLL, Al Khor, Qatar,**

**Marshal Scale Engineering WLL, Doha, Qatar &**

**Aerotech Energy Pvt. Ltd, Mumbai, India.**

* Initiated, planned, executed including monitoring, controlling and closing projects within timeline and budget.
* Coordinated with clients during order negotiation and later on for specifications, inspection and handover of projects.
* Ensured adherence to Project management systems, Quality and Regulatory requirements including documentation
* Material Requirement Planning for various projects and coordinated the entire supply chain from material supplier to final product delivery to client.
* Manpower planning, recruitment, training and optimum utilization of human resources
* Coordinated with Contractors/sub-contractors for timely delivery of given projects.
* Deputed site inspectors and field technicians to client’s site for better understanding of client business needs.
* **Order History Sheet preparation**- Categorized client orders to better understand their business needs and project future demand. This also formed one of the important inputs for the development of the custom made planning software.
* **Conduct training programs and refresher classes** on productivity, safe operations and SOP

**MRF Tyres Ltd, Chennai.**

* In **Planning and Production** departments, have coordinated with raw material receipts and product and process flow at various stages of Work in Process (WIP) materials to the final finished product.
* Audited the various stages of production process and product to ensure compliance to **ISO 9001:2008; OHSAS BS 18001:2007, EMS Std. namely ISO 14001:2004 and TS 16949** in my allotted department**.**
* **Issue, document and ensure** usage of appropriate **P.P.Es** and implement Safety Policy.
* Conducted Monthly Stock taking in the area under my charge.
* **Conducted Internal Audit** in other departments as **Internal Auditor** for conformance to **OHSAS and EMS - ISO 14001.**
* Member of the team that implements **Total Productive Maintenance** (**T.P.M)** a lean manufacturing methodology in the Department.
* **Conduct training programs and refresher classes** on productivity, safe operations and SOP

**PROJECTS UNDERTAKEN**

* **Project timeframe optimization** – SAQR showroom – Umm Slal Mohammed, Qatar. Reduced project turnover time from approximately 4 months to less than 3 months-for Marshal Scale Engineering WLL, Qatar
* **Increased sales turnover** – At Aerotech Energy, Mumbai, India – **Increased sales turnover by 22%** over the previous financial year by effective use internet based marketing, email and traditional methods such as phone calls, letters & couriers.
* **Scrap reduction** – MRF tyres, Chennai, India - Reduced **scrap levels** from 13% to 6% by suggesting and implementing standardization of operations, modifications in material usage and material handling.
* **Storage space optimization** - MRF tyres, Chennai, India – Studied the then current trend of production sizes and suggested removal of non-moving sizes from the department and reorganization of storage space as part of TPM implementation.

**SOFTWARE USED**

**SCM using SAP (2007 – 2012)**

***SCM using Oracle Apps* (2005 – 2007)**

**MS Project 2010**

**MS Windows 7, 8 & 10 and MS Office 2010, 2013.**

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**ACADEMIC QUALIFICATIONS**

**Master of Science (M. Sc.) in Zoology.** University of Madras.

**PROFESSIONAL TRAINING**

* **Completed SAP training on My SAP ERP 2005** (Enterprise Version 6.0) – Solution Consultant SCM – Planning & Manufacturing at Siemens, Chennai.
* Undergone extensive training on PP (SCM – Planning & Manufacturing) module-SAP R/3 enterprise 6.0 and an overview of SAP SCM (APO 5.0) for 4 weeks at Siemens Chennai (Authorized SAP Training Center).
* **Certified Internal Auditor** for Environmental Management System and OHSAS.
* Advanced Diploma in Computer Hardware and Networking (ADCHN) from SISI (A Govt. of India concern) with A+ grading

**TRAINING PROGRAMS ATTENDED**

* Introductory and refresher programs on SAP.
* Supervisory development program.
* Introductory and Refresher programs on Industrial Relationship Management.
* Program on Problem identification, Solving and Effective communication.
* Introductory and Refresher courses on I.S.O 9001, I.S.O 14001, T.S 16949 and T.P.M.

**PERSONAL DETAILS**

* DOB : 30th Oct 1974
* Nationality : Indian (Indian Passport valid till 01.Sept.2023)
* Marital Status : Married
* Languages Known : English, Hindi, Malayalam, Tamil