

**SANGEETH**

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### **Professional Abridgement:**

###  Competent professional having11+ years of profound experience in **automotive operations,**

###  r**etail sales** environment, **inventory (stock) management** and new projects.

### A keen planner, strategist & implementer with ability to manage business operations

###  in assigned area to accelerate production /business growth/ profitability.

• **MBA** (Production Management), **Diploma in Mechanical Engineering** with valid **UAE driving license.**

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| **Work Experience** | **Department** | **Brand** | **Duration** |
| Delivery Manager | Retail Division | Nissan | 27-04-2018 to Present |
| Inventory Controller | Retail Division | Lexus | 01-06-2016 - 31-03-2018 |
| Sales Executive | Retail Division | Toyota | 01-04-2015 - 31-05-2016 |
| Branch In Charge | Pre Delivery Inspection | Toyota | 01-04-2007 - 24-03-2015 |

**Kaizen Project, Achievements:**

* **Reduce the lead time by improvising the yard parking.**
* **Project to set up production line in PDI Centre.**
* **Awarded for commitment and long term service.**

**Job Responsibilities : Delivery Manager**

**Delivery Management:**

* Supervise and perpetuate **smooth workflow** of the **units** to be **delivered**.
* Administer the incoming & outgoing vehicles reports.
* Augment and **communicate** with **internal departments** PDI, Logistics, workshop and suppliers

 to ensure all **cars** are delivered in **timely manner** with the highest levels of customer service.

* Inspect, validate and report for units with technical issues and damages.
* Update, measure and **manage ageing stock** on a daily basis.

**Customer Satisfaction Index:**

* Ensure **customers** satisfaction with **delivery process**.
* Assure all customers are **personally attended** and record customer’s voice.
* Initiated project to reduce the lead delivery process time.
* Integrate with workshop for **technical support** to meet **customer grievances**.
* Maintain quality standards for **new vehicle** deliveries.

**Inventory Management:**

* Ensure product **stock** is **adequate** as per request for sales team.
* Monitor Inventory levels and prevent overstocking units at site.
* Systematize with **Suppliers** to **shorten** the **lead time** and reduce back orders.
* Coordination with Sales team to resolve incomplete customer orders.
* Close involvement in day to day administration and **facilities management.**

**Manpower, Test drive management:**

* Supervise drivers , in their daily role & duty roster.
* Identify the **training requirements** of delivery team in raising higher the quality standards.
* Maintain & supervise the handling of test drive vehicles for the Branch.
* Ensure and sustain the cleanliness of all test drive vehicles.
* Coordinate periodically for registering new test drive vehicles & de-fleeting the test drives.

**Job Responsibilities : PDI INCHARGE**

• **Ensure** timely and accurate KPI reporting with regular follow up of W.I.P

• **Monitor inventory**, inbound flow of vehicles to PDI Centre, link it with **operation planning**.

• Managing daily PDI **plant production** with 75 staff + sub con to meet sales requirement.

• Prioritize **service operations, maintenance** and assign workflow, review processes

 and practices within areas of responsibility.

• Ensurestaff is familiar with **5S** and **Kaizen** concept at the workplace and environmental compliance.

• Generate **estimate and repair order** for inspection of the vehicle.

• Verify **LPO** and **Purchase orders** and materials received from sub-contractors and vendors.

• Proactively **participated** in **special work shop** **projects** to improve efficiencyof process

• Successfully **collaborated** with intra company department to follow up status of vehicles

and **Procurement** of **spare parts** as per requirement.

• **Comply** with company **safety standards** and coordinate with **HSSE** dept.

• Plan periodic **maintenance** of **tools** and **equipment’s** for safe working environment.

• **Actively** participated in (POE) port of entry activity for **new vehicle launch**.

• Conducted regular performance management reviews ensuring that objectives and development plans clearly set out and provide regular feedback to team members and management.

• Assess staff /department needs for **training**, beneficial to accomplish safe, timely completion of task.

 **Training Achieved:**

• Information and security awareness module (Jan 2017)

• Training on Code of Conduct (July 2015)

• Business presentation (March 2014)

• Engaged Supervisor development program (September 2012).

• Toyota Step up Supervisory training (July 2011).

• Toyota First line Supervisory training (February 2011).

• First Aid &Firefighting training (2011) from JAFZA Port authority

**HAR Auto Pvt Ltd, Kerala India:** ISO 9001 certified distributors of Maruti Suzuki.

 **Customer Care Officer** from 14-07-2005 30-12-2006, training in Basic Sales and Service (Coimbatore).

**Computer Proficiency:** User of **SAP**, MS Word, Excel, PowerPoint, & Outlook, **CAD Software**: IDEAS-8.

**Academic:**

* **H.S.L.C (**Year: 1998)**, S.S.L.C** (Year: 1996) Pune Board, GES HAL High School, Nasik,

• **MBA** (Production Management),

* **Diploma in Mechanical Engineering**

**Personal Profile:**

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| Date of Birth | VISA Status | Nationality  | Marital Status |
| 04-Dec-1980 | Employment VISA (UAE) | Indian | Married |