

# Anup Kumar

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Seeking assignments in Supply Chain Management / Logistics with an organization of repute

## CAREER CONSPECTUS

A result driven professional with of over 5 years of experience in managing the overall Logistics & Supply Chain Systems and Team Management. Expertise in implementing cost saving measures to achieve reduction in terms of transportation and logistics costs. An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business.

## ORGANISATIONAL EXPOSURE

**Retrotech Business Solutions (P) Ltd. Executive CRM Operation from March 16<sup>th</sup>, 2020 to till date**

**Om Logistics Ltd. Key Operation Manager/Co-ordinator from November 01, 2015. to 29.02.2020.**

### Key Result Areas:

- As a KOM for Om Logistics Ltd. Company, my responsibilities include:
- Plan and Manage logistics, the warehouse, transportation and customer services.
- Visualize, facilitate, optimize, and coordinate the full order cycle from start to finish.
- Track quality, quantity, stock, transport costs, delivery timelines.
- Coordinate skills to oversee warehouse, goods and shipments.
- Address any problems or complaints that may arise quickly and amicably.
- Analyze data and consider performance modifications and implement improvements.
- Comply with all regulations, laws, policies and ISO requirements.
- Making MIS report, CAPA, SLR, 4Q.
  
- Follow up with counter parts for dispatch of parts as per the orders placed.
- Material handling with their grade.
- Monitoring receipt, inventory and distribution of stock commodities to manufacturing units.
- Organizing and managing the incoming & outgoing material activities to ensure the accuracy, completeness and quantity of the material.
- Devising efficient Logistics Management System to ensure delivery of the goods / shipments as per committed timelines and cost.
- Handling Inbound Logistics, Supplier Co-Ordination.
- Collection of Material from a cluster of vendors located in all over India.
- Visiting Dealers Regularly to know about our Services & Problem Solving.

### Reports:

- Designing the formats of MIS.

## SCHOLASTICS

MCA (Master of Computer Applications) From Vinayaka Missions  
University Salem(Tamil Nadu) India Year of 2012.

MBA (Hr & Marketing) From IIPM The Indian Institute of Planning and Management (Chennai) India Year of 2008.

### **TECHNICAL & IT SKILLS**

- Knowledge of Operating Systems -Windows, Linux, Centos, Ubuntu.
- Knowledge of Software-Oracle (ERP) Fusion Middleware Froms Services.
- Worked in SAP ERP(IS-M/AM).
- Competent in MS Office Tools and WPS Spreashseets (V-Lookup, H-Lookup, Pivot Table).
- 1Year PGDAM From C-DAC Mohali Chandigarh
- Competent in analyzing problems and finding out the solution.
- Self- Motivated Individual.

### **STRENGTHS**

- Hardworking
- Team work
- Self confidence

### **HOBBIES:**

- Traveling
- Playing Badminton
- Watching Movies

### **PERSONAL TRAITS:**

- 1 Goal Oriented
- 2 Dynamic & Hardworking
- 3 Good in Team Work
- 4 Good in Inter personal relationship and communications

## **PERSONAL DOSSIER**

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Date of Birth	:	28th January 1982
Father's Name	:	Late : Sri. Shivnath Prasad
Gender	:	Male.
Marital Status	:	Single
Linguistic	:	English, Hindi
Present Address	:	Jagdamba PG , House No.- 1404, 4 <sup>th</sup> Floor ,Room No- 402, Near Govt High School Wali Gali, Sector 21, Gurgaon - 122016

Permanent Address	:	Qr.No.-B/1633/2,H.E.C. Colony, Site- 4, Sector - 2, P.O.-Dhurwa, P.S.- Jagnnathpur, Ranchi , Pin.- 834004 , (Jharkhand).
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### **Declaration:**

I hereby declare that the information furnished above by me is true to the best of my knowledge and belief.

**Date:**

**Signature**  
**Anup Kumar**