

# RAJIV MODI

## Middle to Senior Level Assignments

## Supply Chain Management/ Logistics



### Key Skills

Supply Chain Management

Logistics

Material Management

Vendor Negotiations

Budgeting & Cost Control

Branch Management

Internal Audit & Regulatory Audit

Project Management

Documentation

Performance Management

Training & Development

Team Building & Leadership



### Profile Summary

- Result-oriented professional with **over 2 decades** of experience in Supply Chain Management, Inventory Management & Control, Logistics, Purchase Operations, Liaison & Coordination, Cost Control and People Management
- Directing productive cross-functional team** using interactive and motivational leadership that spurs people to willingly give excellent results
- Pivotal in **developing and implementing key strategies for the purchase of materials** from sources wherein achieving cost reduction in procurement as per the requirement
- Expertise in **managing logistics operations** including coordinating with companies for transport, C&F agents, and other external agencies to achieve seamless & cost-effective transport solutions
- Skilled in **consistently evaluating vendor performance** to ensure adherence to predefined specifications and supply of quality material/ execution of job works
- Hands-on experience in **identifying the correct store location** of the individual items in location list and the storing thereof accurately in the correct location
- An **enterprising leader** with skills in leading personnel towards accomplishment of common goals

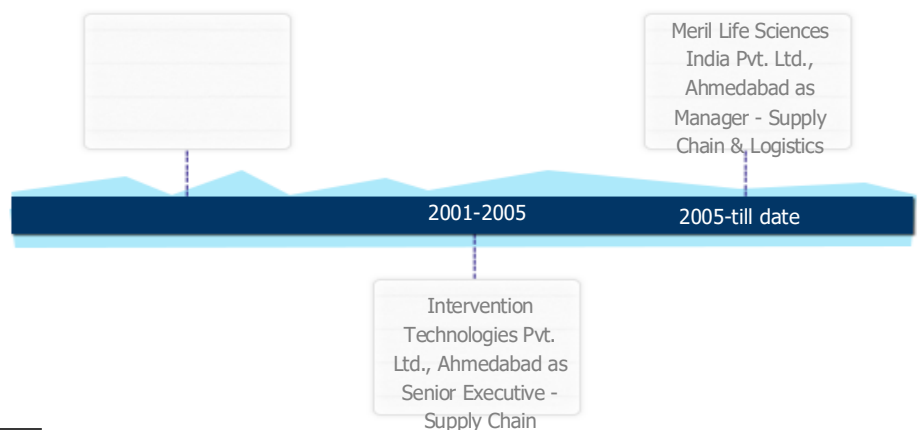


### Technical Skills

- Application Software - MS Office (Excel, Word, Power Point), Tally ERP
- Internet Applications
- SAP-MM, SAP-SD



### Career Timeline



### Education

- 2004: B.Com. from Gujarat University



### Soft Skills



Change Agent



Collaborator



Motivational  
Leader



Communicator



Planner



### Personal Details

Contact Address: Flat No. C-8, AakanshaFalt, Nr. Sola Over Bridge, Sola Road, Ahmedabad - 380061, Gujarat

## Work Experience

**Since May'05 with Meril Life Sciences India Pvt. Ltd., Ahmedabad**  
**Manager - Supply Chain & Logistics**

### **Role:**

- Creating and sustaining a dynamic environment that fosters the development opportunities and motivates the high performance amongst the team members
- Ensuring availability and delivery of right quality materials at the right time, price and terms
- Devising efficient logistics management system to ensure delivery of the goods / shipments as per committed timelines and cost
- Managing effective & efficient costing system resulting in cost reduction, business process and procedures for improving performances
- Planning, directing and maintaining efficient warehouse operation; assigning and evaluating the work performance of personnel assigned to the warehouse
- Conducting Regulatory Audit like US FDA, European Notified Body, State WHO GMP Certificate.
- Instituting physical checking of inbound & outbound goods and entry in ERP system SAP
- Identifying non-conformance in quality, quantity, desired goods, documentation, & so on and corrective action with Concerned Departments or Branches
- Monitoring complete:
  - Inbound operations – PO, Invoice, BT, DC, MRN/GRN and so on
  - Outbound operations – Invoicing, DC, Email, Packaging, Dispatch and so on
- Facilitating government documentation & taxation – VAT, Sales Tax, Road Permit, Inter-state Norms
- Making sure inventory accuracy, physical vs. system, corrective actions, cycle counting and so on, while ensuring FIFO, ageing (slow/non-moving), expiry management and so on
- Administering data management to keep accurate product, contract, pricing and invoicing information
- Collaborating with suppliers and customers to improve operations and reduce cost
- Negotiating contracts to reduce costs and achieve maximum efficiency
- Providing accurate routing information to ensure that delivery times and locations are coordinated

## Previous Work Experience

**Jan'01 to Apr'05 with Intervention Technologies Pvt. Ltd., Ahmedabad**  
**Senior Executive - Supply Chain**