

Curriculum Vitae



Area of Employability

Logistics
Facility Management
Administration
Safety & Security

Personal Details

Age - 42 Years
Nationality - Indian
DOB : 01 Mar 1979
PAN No : AMXPP9395E
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Contact

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Executive Summary

A multi-faceted professional having more than 23 years of extensive experience in **IAF** in Administration, Facility Management, Men & Material Management, Inventory management, Warehouse Operations, Procurement and outsourcing of services, Budgetary Control, Airport Functions, Security & Safety management, Risk & Compliances, Training & Development. Presently working at **Amazon Sort Center** as **Team Lead** responsible for day to day operations of intra-city logistics (Middle-Mile).

Career Objective

To be a part of an organization where I can apply my experience for betterment of the organization and for my career progression.

Core competencies

Leadership - Soft communication, collaboration and team building skills with proficiency of grasping new concepts quickly. Highly motivated with a sense to deliver results and achieve objectives.

Warehouse Operations:

- Manage day to day operations of intra-city logistics (Middle-Mile) while keeping high bar on performance, safety and cost.
- Promotes continuous improvement initiatives with performance team, carriers, operations to improve safety, cost efficiency, reliability, high standard service and sustainability
- Coordinate the business relationships with carriers spanning resolution of operational issues to supporting commercial and contractual negotiations
- Cross-functional work with the Supply Chain, Warehouses and the Retail organizations to determine future demand for Transportation resources. Translate aforementioned into accurate capacity plans and coordinate market strategy and budget planning along with Finance partners
- Maintain accurate reporting on key metrics for the market, prepare and coordinate regular business reviews with leadership and internal stakeholders (WBR/MBR/QBR).
- For each LH supply program available in the region, build strategy and carrier allocation, secure sufficient capacity especially for prime week and peak season.

Administration

- Planning, organizing and co-ordination of Admin activities.
- Management of various funds consists of Annual Training, Office contingencies, Safety & Security Equipment (Procurement & Maint).
- Prepared over numerous proposal report related to Contract awarding, Projects pertaining to Works & Services, Demand and Allocation of funds etc. ensuring correct and timely execution.

Safety and Security Management

- Planning & monitoring security arrangements for location/site involving preparation of security plans & deployment of security personnel, implementing stringent security systems/measures to establish and maintain high security standards.

	<div>➤ Participated and prepared over numerous Court of Inquiry related to investigation of breach of security/Discipline/Accident/Incident.</div> <div>Facility Management</div> <div>➤ Managing the complete administration of the Canteen/gas Agency, Department store and commercial Complex.</div> <div>➤ Management of various facilities such as water supply, electrical supply, electrical & mechanical defects, infrastructure, etc.</div> <div>➤ Planned various infrastructure projects/Annual Maintenance Plan, Monitor all projects / maintenance work to ensure completion within timelines.</div> <div>Corporate Experience</div> <div>Have served Jindal Steel & Power Limited at Barbil (Odisha) for 03 years as Airport Manager responsible for overall functions of Airport with key focus on optimum resource (Men and Materials) utilization.</div> <div>Currently working at Amazon Sort Center as Team Lead responsible for day to day operations of intra-city logistics (Middle-Mile) while keeping high bar on performance, Safety and Cost.</div> <div>Assets</div> <div>➤ <i>Positive Attitude.</i></div> <div>➤ <i>Willing to undertake challenges and deliver results.</i></div> <div>➤ <i>Ability to channelize resources for optimum results.</i></div> <div>➤ <i>Excellent Communication and liaison Skills.</i></div> <div>Education / Professional Courses</div> <div>➤ <i>MA (English) from Osmania University, 2007.</i></div> <div>➤ <i>MBA from Amity University in 2011.</i></div> <div>➤ <i>Certification: Safety Officer course from NISM, Bangalore, 2006</i></div> <div>Honours and Awards</div> <div>➤ <i>Award received from EVP / Unit Head, JSPL Barbil, 2018</i></div> <div>➤ <i>Chief of Air Staff commendation, 2017</i></div> <div>➤ <i>Appreciation from Air Officer Commanding, 2015</i></div> <div>➤ <i>Appreciation from Director, JCAC, 2011</i></div> <div>Availability</div> <div><i>Available (Can join at a notice of 30 days).</i></div>
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