

RESUME

RAJIV MISHRA

Profile summary

- A commerce postgraduate with more than 25-year experience in material management & procurement activities and experience in developing customized inventory management software and working experience on sap s4hana - mm module. Ability to work as a team member and leader.
- Currently associated – self-employed.
- Skilled in SCM activity and preparing MIS reports & other statements with a view to apprise management of the business operations.
- Possess excellent communication, interpersonal, leadership, analytical and problem-solving skills.

MAJOR PROJECTS:

- Green field project at Dalmia Bharat Sugar & Industries Unit Nigohi.
- Green field project at Balrampur Chini Mills Ltd Unit Mankapur
- Core team member of ERP/SAP implementation team.

Core competencies

SUPPLY CHAIN MANAGEMENT

PROCUREMENT: - COMPLETE P TO P PROCESS

- Supplier strategy, vendor development, evaluation, appraisal and implementation.
- Awarding job work order/ service order/AMC/ARC.
- Capex and project procurement.
- Procurement of spares parts for boiler (Cithar vessel, IJT, Thermax) Turbines (Bellies, Triveni), Centrifugal Machine (NHEC, Uttam), cooling towers (Paharpur cooling tower), DCS (Honeywell), Air Comp. (CP, IR, Atlas Capco, LG), Hydraulic Drive (Bosch Rexroth).
- Greases and lubricant (Omega, Exxon Mobil, HPCL, IOC, Tide Water)
- Procurement of electrical cables (Hevell's, Polycab), VFD (ABB, Amtech), penal, switches gears (Siemens, ABB, L & T, C & S).
- Procurement of process, laboratory, WTP & boiler chemicals (Ion Exchange, Thermax).
- Procurement of various kind of pumps (roto pumps, Resansi, CG, Kirloskar), valves (Stafford, Crane, Tyaco, Sant, Rotex),
- Procurement of various kind rubber Items like seats, V belt (JK Fenner, Continental, Endura hi-tech), couplings (JK Fenner, Hi-tech, GBM), rubber hose pipe (Dimond, Dunlop, Gates) etc
- Procurement of bearings (SKF, FAG, ZKL etc.)
- Procurement of instrumentation items like sensor (Redix), Temp. /Pressure Gauge (Wika, H Guru, MIPL), RTD Thermocouple (Pyrotech).
- Procurement of firefighting and safety items.
- Procurement of building material (Iron Steel, Bricks, Cement etc)
- Procurement of domestic items and furniture for guest house and office.
- Scrap and bagasse sale

INVENTORY MANAGEMENT: -

- Inventory analysis
- Classification of inventory
- Analysis of obsolete, non-moving, slow-moving items
- Development of storage system
- Contact Physical verification and submit a report of excess & shortage
- Inventory reconciliation with account department

LOGISTICS: -

- Management of inbound logistics and outbound logistics.
- Management of Railway rake for outbound logistics for sugar bags dispatches. Indent submission for railway rake allotment and handling of all other required document.
- Contract awarding to transporter for inbound and outbound logistics for materials.
- Management of handling logistic of sugar bags from factory godown to rake loading point and loading in to rake.
- Management of handling logistic of cement bags from railway rake point to factory godown.

MIS REPORTING & DOCUMENTATION

FOR PURCHASE:

- OPEN INDENT (PENDING FOR PURCHASE/SERVICE ORDER)
- PURCHASE ORDER PENDING FOR SUPPLY
- SERVICE ORDER PENDING FOR SERVICES
- INDENT PENDING FOR APPROVAL ETC.
- BUDGET VS ACTUAL PURCHASE REPORT
- VENDOR EVALUATION, APPRAISAL AND IMPLEMENTATION
- APPROVED, ACTIVE, DORMANT, BLACK LISTED VENDOR REPORT AND MANY MORE AS REQUIRED BY MANAGEMENT

FOR INVENTORY:

- DAILY MATERIAL RECEIPT REPORT
- DAILY PENDING GIVR REPORT
- DAILY GATE ENTRY REGISTER & MATERIAL INWARD REGISTER MISMATCH REPORT
- DAILY MATERIAL RECEIPT WITHOUT PURCHASE ORDER REPORT.
- DAILY MATERIAL ISSUE REPORT
- MATERIAL PROCURED BUT NOT CONSUMED IN A PARTICULAR PERIOD,
- INVENTORY REPORT
- OBSOLETE ITEM, NON-MOVING, SLOW-MOVING ITEMS REPORT. AND MANY MORE AS REQUIRED BY MANAGEMENT

FOR LOGISTICS:

- MATERIAL IN TRANSIT REPORT ETC.
- TRANSPORT PERFORMANCE REPORT
- APPROVED, ACTIVE, DORMANT, BLACK LISTED TRANSPORT REPORT AND MANY MORE AS REQUIRED BY MANAGEMENT

JOB PROFILE

LAST DESIGNATION: - DY. MANAGER- MATERIALS

COMPANY NAME: - BALARAMPUR CHINI MILLS: - SINCE AUGUST 2019 TO JAN-2021

LAST JOB PROFILE

1. COORDINATION WITH ENGINEERING AND PRODUCTION DEPARTMENT FOR BUDGET PREPARATION AND PLANNING FOR PROCUREMENT OF MATERIAL FROM SITE AND FOR DAY-TO-DAY SMOOTH OPERATION AND PROCESS.
2. COORDINATION WITHIN DEPARTMENT & ACCOUNT DEPARTMENT FOR BETTER SERVICES FOR ENTIRE ORGANIZATION.
3. FLOATING RFQS, MAKE COMPARATIVE AND PLACE THE PURCHASE/ SERVICE ORDER.
4. ARRANGEMENT OF INBOUND LOGISTICS FOR MATERIAL PROCURED.
5. MONITORING OF ALL DAY-TO-DAY ACTIVITY AND MANAGE THE TEAM
6. TIMELY SUBMISSION OF MIS AND ENSURE TO THE MANAGEMENT FOR COMPLIANCE OF SOP, DOA, CUSTOMER AUDIT AND INTERNAL & STATUTORY AUDITS.
7. CONDUCT PHYSICAL VERIFICATION
8. ALL OTHER JOB AS ASSIGNED BY MANAGEMENT TIME TO TIME.

Achievements summary

- I got the opportunity at Dalmia Sugar and Industries Ltd. Unit Nigohi to work as a core team member for MM module of SAP successful implementation.
- I played a key role in developing customized inventory management software and successful implementation of ERP and switched over the manual accounting of inventory to ERP in 1998 at the Seksaria Biswan sugar factory ltd. Biswan, Sitapur in 1998.
- I was a Team member of 100% audit compliance award-winning team of Dalmia Sugar and Industries Ltd. Unit-Nigohi
- I have successfully headed a team for GST implementation for the MM module.

- I got the opportunity at Avadh Sugar and Energy Ltd. Unit Rosa Sugar Works, Rosa, Shahjahanpur to manage logistics of sugar rake loading and I had done it successfully.
- Successful implementation of 5 S

Team management

- Creating and sustaining a dynamic environment that fosters development opportunities and motivates team members.

Organisational experience

Last assignment: - Aug'2019 – Jan'2021

Company profile:

The company Balrampur Chini Mills Limited-Unit Balrampur (a unit of Balrampur chini mills group). The group is one of India's largest integrated sugar manufacturing companies & also engaged in the ancillary businesses of ethanol manufacture and co-generation.

Work location : Balarampur, Distt- Balarampur, Uttar Pradesh
 Designation : Dy. Manager-stores
 Reporting to : Materials head
 Team : 8 persons

Past assignments: -

May'2017 – Aug'2019

Company profile:

the Avadh Sugar & Energy Ltd.- Unit Rosa Sugar Works Division of The Avadh Sugar & Energy Ltd company is a leading manufacturer of sugar.

Work Location : Shahjahanpur, Uttar Pradesh,
 Designation : Manager - Stores
 Reporting To : Unit Head
 Team : 12 Persons

May'2006 – May'2017

Company profile:

The Dalmia Chini Mills Unit –Nigohi Sugar Division of Dalmia Bharat Sugar and Industries Limited Company (ISO: 14001:2004, iso 22000:2005, OHSAS 18001:2007 & iso 9000:2008 certified) is a leading manufacturer of sugar & power.

Work Location : Shahjahanpur, Uttar Pradesh,
 Designation As Joined : Officer- Purchase
 Designation As Left : Assistant Manager - Purchase
 Reporting To : Materials Head
 Team : 2 Persons

Sept'2005 – Apr'2006

Company profile

The Company Balrampur Chini Mills Limited-Unit Mankapur (A Unit of Balrampur Chini Mills Group). The group is one of India's largest integrated sugar manufacturing companies & also engaged in the ancillary businesses of ethanol manufacture and co-generation.

Work Location : Mankapur, Distt- Gonda, Uttar Pradesh
 Designation : Asst. Store Officer
 Report To : Materials Head

Aug '2004 – Aug'2005

Company profile:

Adlec System Pvt. Limited is a leading manufacturer of distributor control panels used in industrial applications.

Work location : Nangloi, Delhi,
 Designation : Store officer
 Reporting to : Materials head

Aug '1996 – Jul'2004Company profile:

The Sekseria Biswan Sugar Factory Ltd. Is a leading manufacturer of sugar.

Work Location : Biswan, Distt, Sitapur, Uttar Pradesh.
Designation : Store/Purchase Clerk
Reporting To : Materials Head

July '1994 – July'1996Company profile:

Ajay Mittal & co. Is a chartered accountant firm.

Work location : Ghaziabad, Uttar Pradesh,
Designation : Account assistant

Academic qualification

1996	Master in commerce from Kanpur university
1993	Bachelor of commerce from Kanpur university

IT skills

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| <ul style="list-style-type: none">• MS-Office (Word, PowerPoint & Excel)• MS-Outlook Internet applications | <ul style="list-style-type: none">• SAP S 4Hana (Materials Module)• Working experience on different customized ERP systems |
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Expectation

Last CTC : Rs. 9.1 Lacs p.a. (Free well-furnished accommodation and School conveyance for child.)
Expected salary : Negotiable.

Personal details

Date of birth : 31st July 1972
Mother's Name : Smt. Usha Mishra
Father's Name : Shri Jagdish Kumar Mishra
Languages known : English, Hindi, Gujarati
Marital status : Married
Address : C/o Sajeev Mishra, 112, Manipur Elegance, Ghuma, Bopal,
Ahmedabad-380058, Gujarat
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