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| RANJIT JANA  ***Shipping Leader (Head Logistics)***  **Mob: +91 9925457259 / 8511154142 Email:** [**jana\_ranjit@yahoo.co.in**](mailto:jana_ranjit@yahoo.co.in) | | | | |
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|  | **PROFESIONAL**  **PROFILE**  *Result oriented and entrepreneurial professional, with over 20 years of experience in Logistics domain. Adept at Supply Chain operations including Dispatch Planning, Indirect Purchase, Execution of Domestic & Export consignments, coordination with All export channel partner like CHA, Freight forwarder, Transport planning, ODC cargo Handling ,Freight Projection. Coordinated with internal resources and third party vendors for the flawless execution of projects.*  *Demonstrated unique capabilities in devising & implementing competitive strategies from acquiring, assembling, ensuring quality, managing issues and risks to delivering the end product. Expert at implementing freight neogotiation strategies to cut logistics cost.*  *Proven ability to make a feasible dispatch plan that achieves the goals of everyday delivery order while adhering to achieving a ‘no-complain policy’ from the customers.*  **EDUCATION**  *PG DM (Transportation & Logistics Management-2 years Full Time)- IISWBM, Kolkata- 2006  M.Com, CSJM University, Kanpur- 2000*  *B.Com, University of Calcutta- 1998* |  | **SKILLS**  Logistics; Supply Chain; Dispatch planning & Execution; Indirect Purchase ,CHA; Freight forwarder; Excise & Customs; Transport planning; Budgeting ;Tender; Warehouse management; Materials planning; Procurement; Packaging; Dispatch; Team management; Transport management; ODC Cargo Transportation & Packing ; Vendor development; Export documents; C&F Agents; Transporters; 3PL service providers  **ACHIEVEMENTS**   * Achieved ‘Chairman Awards’ on cost effective & environment friendly packaging development at Ingersoll-Rand in 2014-15 and plant EHS Award in 2021-22. * Set-up complete logistics infrastructure in a green field project. * Handling Indirect purchase materials like all Packing consumables & other materials. * Developed cost effective and environment friendly packaging on finished goods. * Set-up mechanical materials handling system instead of manual handling on shop floor. * Achieved OTD (on time delivery) to customer more than 95% on month on month basis since last 8 years. * Reduced 80% transit damage/shortages complain by developing Standard Packing Procedure and Standard Operating Procedure. * Developed cost & services effective Logistics solution by close coordination with Internal & External channel partners. * Handled independently the entire Plant Logistics Operation. |

**WORK EXPERIENCE**

**Logistics Leader (Head Logistics), Ingersoll-Rand India   
Ltd, May 2011 – Till date**

* Joined as a Logistics Manager handling domestic operations and promoted as Logistics Head managing inbound, outbound, export & domestic operations.
* Handled Indirect Purchase of packing consumables and other materials.
* Identified & engaged with internal stakeholders (Plant Mangers, Material Managers, SIOP, Purchase ,Customers, Dealers ,Sales & Marketing , Finance & CX, Channel Partners, Production planning, Transport planning, Customer Service) to capture logistics requirements and ensured logistic capabilities address requirements.
* Coached, monitored & supervised a team of 11 direct employees and 40 contract employees.
* Contract and freight negotiate with transporters, CHA, freight forwarder, suppliers and other channel partners to support plant logistics operation.
* Coordinated with CHA for all Customs clearance activities for imports & exports consignments.
* Monitored delivery of raw materials & Finished Goods, Packaging, managed smooth warehouse operations, checked stock variance periodically, cycle count, tracked order status, checked quality & conducted monthly inventory audit.
* Reviewed logistics partner, Transporter, freight forwarder and shipping agents for most accurate and preferred quotes, destinations and delivery reliability.
* Managed all Vender Development process i.e. selection, appointment and regular monitoring with Transporters, C&F Agents, CHA, Marketing Team and 3PL Service providers.
* Handled procurement, purchase and logistics of project materials and involved in coordinating projects from inception to completion.
* Analysed data for improving logistics service performance and recommended operations budget for the same.
* Lead advanced logistic planners providing direction, guidance, and support & resourcing to ensure consistent, high quality support.
* Optimized processes within Supply Chain Management, Production Control & Logistics, and Lean Manufacturing.
* Managed the follow-up for shipping failures, missing items, and other issues that arise which prevent the installation of the upgrade from staying on schedule.
* Ensured necessary inventory transactions, updated shipping paperwork and confirmed with transportation coordinator has shipment arranged for pickup and delivery.
* Managed freight payment and worked with the same to monitor monthly carrier payment, reporting and analysis functions.
* Analysed the financial impact of any proposed logistics changes such as routing, shipping, volumes or carrier changes.
* Lead & coordinated design efforts between internal & outside vendors to develop optimal solutions for the network, including equipment specification, material flow, process design and site layout.
* Develop and manage budget and contract documents including RFQ, change order controls, purchase orders and invoicing.
* Managed reverse Logistics operation as per plant requirement.
* Responsible to execute all ETO project by close coordination with project management team.
* Conducted route survey & feasibility study for movement of high ODC cargo to various sites across India and to access maximum dimension/weight possible to be transported.
* Responsible for handling all transit insurance case with insurance co. to recover all claims.

**Assistant Manager- Logistics, Hindalco Industries Ltd (Unit: Birla Copper)- Feb 2007 – Apr 2011**

* Worked as a Logistics shift in charge and handled all logistics operations by a large group of shipping team.
* Responsible for Logistics Planning & execution for all FG & by products.
* Handled large volume of bulk cargo by Road, Rail & Sea mode.
* Implemented Mechanical materials handling system and reduced truck turn-around time by 50%.
* Awarded for achieving highest dispatch, executing computerized LR generation by Oracle R12 operation system.
* Conducted route survey & feasibility study to setup distribution centre for movement of copper & non-copper products to various sites across India.
* Managed 12 CNF/ depot across India.
* Responsible for all statutory shipping documentation with consignments.
* Strategically planned and managed logistics, warehouse, transportation and customer services.
* Tracked quality, quantity, stock levels, delivery times, transport costs and efficiency.
* Managed warehousing of finished products in proper BAY/BIN after packing, bagging and labelling dispatch the same on FIFO basis.
* Assembling raw materials, forwarding it to Job–Worker, transporting the finished products to central warehouse, and preparing Goods Inward Note (GRN).
* Handled RFQ, tender receipts, Cost Benefits analyses report and prepared supplementary invoice as per DO and STA.
* Implemented measures for financial discipline and control to regulate credit exposure and receivables.
* Facilitated resource management through timely motivating, talent development and aligning the team members towards meaningful execution of organizational objectives.
* Implemented the best practices in logistics management to ensure conformance of the permanent dispatch plan with the service level agreements.

**Executive- Logistics, Indian Roadways Corporation – July 2006 – January 2007**

* Prepared & processed requisitions, purchase orders; managed palletization & de-palletization of the materials and ensured product quality standards are maintained by every vendor.
* Maintained accurate overview of key department areas such as stock, inventory levels, warehouse capacity and vendor performance.
* Developed strategies to improve current supply chain purchasing, inventory management & delivery process.
* Updated and developed documentation that are critical for processes i.e.; Log Book, Receiving Register and Warehouse Register and Daily Progress Report.
* Developed unified processes and timelines to integrate procurement, sales, transportation, and logistics for a planned project.
* Reviewed and advised on material handling and operations from the beginning, considering the overall life of each project.
* Analytically considered critical path decisions and methods to maintain schedule, budget, safety and quality.
* Proactively flagged any issues that may rise, take ownership of them, and work together with stakeholders to resolve them.
* Communicated regularly to management with updates such as status at each level, upcoming benchmark goals, potential issues etc.

**Executive- Logistics, Haldia Petrochemicals Ltd- August 2000 – April 2004**

* Handled planning, inventory management, vendor performance management & acted as single point of contact for stock availability, incoming material status and dispatch information.
* Coordinated with C&F Agents, CHA, Inspection Agencies, Excise department to achieve smooth export transportation
* Lead a team of Forklift Operators, Bagging Machine Operators and Loading Supervisors and monitored the team for smooth execution of operations.
* Provided the operations overview, established a realistic schedule and monitored compliance with the defined project objectives to ensure timely completion of milestones and final delivery.
* Served as the primary internal contact with management and coordinated communication between the functional areas and other product areas involved in the project.
* Managed budgets, authorized all project related expenditures, ensured that adequate resources are applied and certified that profit margins and deliverables are met.
* Identified additional business opportunities and worked with the proposal team to communicate customer requirements and drive customer specifications toward standardized product solutions.
* Ensured that the document control procedure is in place and is followed.