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| **Rishi.J.Trivedi**  **Mobile No-** +919730540456  **e-mail : rishitrivedi46@gmail.com** | Address:  Radha Krishna Society  C WING 03rd Floor Nazrana Compound Khadak Road Bhiwandi, Maharashtra  421308  421308 |

**CURRICULUM VITAE**

**CAREER OBJECTIVE**

To work in organization that provides autonomy decision-making opportunity and growth in career and to attain distinctive position.

**EDUCATIONAL RECORDS**

* Passed PGDBA **(SYMBIOSIS PUNE)**  First class **67%**
* **Passed Bachelor of Management Studies (BMS) from Mumbai University.**
* Passed **HSC (Commerce)** from Maharashtra State Board of Secondary and Higher Secondary Education, Mumbai in the year 2008, in First Class **60.00%**
* Passed **SSC** from Maharashtra State Board of Secondary and Higher Secondary Educatio5; in the year Mar-2006 of in Passed Class **55%.**

**PROFESSIONAL EXPERINCE**

**Currently Working in Kanchan Pharma Pvt Ltd (Mumbai-Bhiwandi)**

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| **Duration**  **Sector**  **Designation** | **: 07th April 2023 to as on today.**  **: Pharma/3PL Logistics/Distribution/Supply chain**  **: Asst. Distribution Manager - Supply Chain** |

**Previous Experience**

**Company : Axio Biosolution Pvt Ltd. (Ahmedabad)**

**Duration : 11th March 2021 to 06thApril 2023.**

**Sector : Medical Device Manufacturing**

**Designation : Asst. Manager Supply chain**

**Supply chain Manager - in S.K. Enterprises (Aslali- Ahmedabad)**

**Duration : 19th Aug 2019 to 20th February 2021**

**Sector : Pharma/3PL Logistics/Distribution/Supply chain**

**Designation : Supply chain Manager**

**Supply chain Manager - In S.K. Logistics (Bhiwandi)**

**Duration : 09TH Nov 2018 to 16TH Aug 2019**

**Sector : Pharma/3PL Logistics/Distribution/Supply chain.**

**Designation : Supply chain Manager.**

**Officer in Intas Pharmaceuticals (AHMEDABAD)**

**Duration : 18th Feb 2016 to 02ND Nov 2018**

**Sector : Manufacturing Pharma (warehouse)**

**Designation : Officer**

**Supply chain Manager - In S.K. Logistics (Bhiwandi)**

**Duration : 07th July 2014 to 13th February 2016**

**Sector : Pharma/3PL Logistics/Distribution/Supply chain.**

**Designation : Supply chain Manager.**

**Job Summary**

As Supply Chain Manager i have to coordinates, organizes, and oversees all activities involved in the identification, acquisition, production, and distribution of the company's goods.

**Supervisory Responsibilities**

* Hires and trains departmental supervisors.
* Oversees the daily workflow and schedules of the department.
* Conducts performance evaluations that are timely and constructive.
* Handles discipline and termination of employees in accordance with company policy.

## Duties/Responsibilities:

* Collaborates with other departments and stakeholders to identify and maintain resources needed to establish and provide an effective supply chain.
* Establishes performance metrics for measurement, comparison, or evaluation of factors affecting the supply chain.
* Develops and maintains detailed inventories of materials and supplies located in the company, at sites, and in the factory.
* Maintains required quantity of supplies and materials to optimize production.
* Analyzes current inventories and procedures; suggests improvements to increase efficiency of supply chain and profitability for the company.
* Develops policies to increase efficiency throughout the supply chain while ensuring quality and safety; implements subsequent changes to processes.
* Identifies optimal shipment and transportation routes with attention to consolidation of warehousing and distribution.
* Assesses the need for material-handling equipment and staffing; makes recommendations to ensure efficient loading, unloading, movement, and storage of materials.
* Participates as an advisory member of the product development team, providing information and guidance on availability and cost of supplies and materials.
* Acts as part of the team coordinating engineering changes, product line extension, or new product launches to ensure timely and orderly material and production flow transitions.
* Monitors the performance of suppliers, assessing their ability to meet quality and delivery requirements; identifies and qualifies new suppliers in collaboration with other departments.
* Performs other related duties as assigned.
* Maintain Stocks and inventory at all levels (Monthly submission to HO)
* Timely dispatch activity match with TAT
* Work with Standard operating Procedures.
* Carry out closing activity monthly basis with on time dispatch on time stock.
* Report Submission after closing every month to principal company and Head office.

**COMPUTER SKILLS**

* **Basic , Tally**

**PERSONAL DETAILS**

**Father’s Name : Jayant B. Trivedi**

**Mother’s Name : Hetal J. Trivedi**

**Date of Birth : 01-06-1993**

**Language Known : English, Hindi, Gujarati, Marathi**

**Gender : Male**

**Marital Status : Married**

**Nationality : Indian**

**Mother Tongue : Gujarati**

**The above facts are true of the best of my knowledge and belief.**

**SIGNATURE**

**RISHI TRIVEDI**