**CURRICULUM VITAE**

SANAND HEIGHTS (NEAR HAJARI MATA MANDIR)

SANAND(VIRAM GRAM HIGH WAY) AHMEDABAD

[E-MAIL-manojsh501@gmail.com](mailto:E-MAIL-manojsh501@gmail.com)

**Manoj Kumar Sahoo** **Mob-91-7041958936,**

**CARRIER OBJECTIVE**

**T**o be associated with progressive and professional organization and interested to work in a professional

And conductive environment to effectively contribute to the organization’s growth, personal achievement.

**PROFESSIONAL EXPERIENCE.**

🖛From 24 sept 2015 to till now work as executive in JBMAS (Neel Metal Comp. Ltd)at Sanand.

🖛Currently from 16th September 2010 to till now working as Executive in Dispatch(supply chain out bound logistics for

all India Operation) with world’s largest two wheelers comp. called as **HERO MOTO CORP LTD. HARIDWAR**

🖛 From 15th march 2009 to 10th sept. 2010 worked in **ENDURANCE TECH.LTD.MANESAR**.

As logistics Officer in dispatch .

🖛From 29TH APR. 2008 to 10th march 2009 worked in **MOTHER SON SUMI SYSTEM . MANESAR** as

Shift in charge in Dispatch dept.

🖛From 14 march 2007 to 15 apr 2008 worked in **JAY BHARAT MARUTI LTD. Manesar as**

Computer operator in Despatch dept. as well as handling the shift independently by all

Responsibility.

**SKILL AND EXPERTISE:-**

🖛Warehouse Management 🖛Inventory Management

🖛Operational Management

🖛Transportation 🖛Distributed team Management.

🖛Customer services

**PROFESSIONAL PREFACE**

🖛**C**omputor**PGDCA (Post graduate Diploma Computer Applications)** full time with 2 yrs with

Experience in MS Word, Excel, PPT etc. Working windows 98,9x/XP,2000,.

🖛**W**orking in ERP LIKE -**BAAN IV, TERMS, eMPRO**, And fluent working in software **SAP**.

🖛I had complete **Diploma in Material Management** and have a experience with logistics Management

Operation management, Warehouse management, Inventory management, Transporting, Material management.

🖛7.5 years’ experience in project like automobiles Despatch sector.

**EXECUTIVE-SUPPLY CHAIN (OUTBOUND LOGISTICS).HERO MOTOCORP LTD.**

🖛Controlling each and every operational activities for outbound logistics for dispatching of

Bikes to all over India from Haridwar plant and controlling Pre dispatch packaging of finishing

Goods & handling inbound logistics process of accessories products of bikes and products for daily

Operational activities.

🖛Controlling the team of total capacity 200 manpower of contractual manpower.

🖛Controlling daily transporting process for dispatching of finishing bikes with accessories to

Dealers to all region parties of India.

🖛Controlling the distribution planning with as possible as best manner to achieve the target.

As well as 100% fulfill of order and service ratio to the dealer.

🖛Coordinating with transporters for on time availability of carriers at dispatch yard for smooth

dispatch .

🖛Controlling the daily dispatch planning shift manpower planning for achieving daily sales target

Given by the “HO” marketing team.

🖛Controlling the total warehouse management process & daily/weekly/monthly inventory

Process & space management & ABC analysis for accessories product in dispatch warehouse.

🖛Before execute plan proper checkup the dealers permit status and credit limit

🖛Implementation of FIFO, FMFO, JIT, 5’S, KAIZEN process in everyday activities.

🖛Daily coordinate with concerns person of PPC & other department.

🖛Check out the Road permits of all India dealers and recolination of permits as per system

Avalibity vs physical. And transferred as their expiry date.

🖛Making the online permits of dealers through internet .Like Orissa, West Bengal, Bihar, Gujarat

🖛Implementing new action plans & SOPs according to the demand situation.

🖛Preparing daily MIS report, Agewigeinv.report, week wise inv. Report.

🖛Maintain SOP, and safety concern activities.

**II.AT ENDURANCE TECHNOLOGY LTD.AS Despatch officer-Manesar.**

🖛Despatch will deed by Just In Time (JIT) process.

🖛Warehouse management & Material & inventory management.

🖛Controlling daily dispatch plan by coordinate with transporters for supply the materials.

🖛Monitoring inbound and outbound logistics by follow the FIFO process.

🖛Preparing dispatch paper as per time for smooth dispatch. Such as-excise invoice, transfer

Invoice, job work invoice, RGP, and Rejection punching for materials etc.

🖛Preparing and reporting all the MIS reports of warehouse to all concerns.

🖛Controlling the material management process and scarping process for non-moving materials.

🖛Controlling JIT process & coordinating with team members about daily and future action plan.

🖛Control warehouse safety system & arrange different safety training program.

**IIIAT MOTHERSON SUMI SYSTEM-AS SHIFT IN-CHARGE- MANESAR**

🖛Customer handling for internal & external sources solving their queries within certain

Time period.

🖛Controlling the Warehousing & Inventory process for the different product.

🖛Preparing dispatch paper as per time for smooth dispatch. Such as-excise invoice, transfer

Invoice, job work invoice, RGP, and Rejection punching sample paper for materials etc.

🖛Process follow online dispatch and KANBAN system for Maruti Suzuki India Ltd.

🖛Managing One’s own time and times of other motivate them to their work and responsibility.

🖛To ensure a damage free loading and handling equipment.

🖛Identify the major indicator of system performance, and take action needed to improve

Performance.

🖛Manage proper housekeeping of dispatch area and given priorities on Safety in department.

🖛Making PPC Sheet as per required Maruti Suzuki production plan according to **DI** & **KANBAN**

**IV** -**AT JAY BHARAT MARUTI LTD –AS COMPUTER OPERATOR**.

🖛Making all types of invoice like excise invoice, transfer invoice, job-work invoice,

RGP, and Rejection punching, sample paper for materials etc.

🖛Make quarterly, half & yearly inventory, preparing Skill Matrix.

🖛Identifying the incoming and outgoing shipment and verified them against their

Consignment records.

🖛Sending E-mail and Fax massage with supplier as per required communication.

🖛Perform inventory management on FIFO basis.

🖛Follow up with vendors expanding as per purchase delivery schedule.

🖛Monitoring the vendor management process for procurement and timely delivery of materials.

🖛Implementation of FIFO, JIT, 5’S, KAIZEN, KANBAN process in everyday activities

**ACADEMIC QUALIFICATION-**

🖛10TH Passed in the yr of 1997 from B.H.S.E Odisha.

🖛+2(ISc)passed in the yr of 1999 from CBSE Odisha.

🖛+3(BSc)passed in the year of 2003 from Utkal University Odisha.

**PERSONAL Details-**

Name- Manoj Kumar Sahoo

D.O.B. 15TH MAY 1982

Language Odia, English, Hindi

Marital status Single

Nationality Indian

Religion Hinduism

ADDRESS -S/O-Narayan Sahoo

At-Pankal,P/O-Gopapur

P/S-Baramba,Dist-Cuttack

Pin-754031 (ODISHA)

**PERSONAL INTEREST &HOBBIES**

Listening music, Watching movie, Reading Novel, Historic books etc.

Playing carom, chess, Bad Milton,

Date- (GUJARAT)

(Manoj Kumar Sahoo)