

Mobile: - +91-9466079241 (H.R)

Email:- jitu.kumar007@gmail.com

Career Objective

To implement my knowledge and skills in the challenging field with professional organization that offers professional growth while being resourceful, innovative and flexible besides meeting the financial needs.

Technical Qualification

Degree	Degree in Electronic & Communication Engineering in 2012
Institute	Bhiwani Institute of Technology and Science
University	Maharshi Dayand University

Master Degree	MBA (Master Business Administration)in 2015
University	Guru Jambaswar University
Subject	HR (Human Resources)

Working Experience

CURRENT WORKING PROFILE

From August 2021 to present

Mahindra Logistics Ltd as operation Executive:

Mahindra Logistics Ltd C/O Bajaj Electrical Ltd (Consumer electrical equipment) as Operation Executive (Inventory & outbound). Mahindra Logistics ltd is an integrated Supply chain and mobility solutions provider in India with a strong presence across the country and across diverse industries. Founded more than a decade ago, **Mahindra Logistic Ltd.** presence in 100+ countries and manage over 17 million square feet area.

Responsibility

To handle stores operations i.e. Receiving, Issuing, Storage, Preservation & Reconciliation of materials and manpower planning.

To maintain FIFO of all BOP & Raw Material.

Managing Job work related activities (Job-Work register, RMGP Clearance)

Reconciliation of Job Work and FOC Items with parties.

Managing store effectively by planned layout and ensure the practice of Safety and 5'S in the store.

Conduct the physical verification of stock on every Month/Quarter end.

Follow up with Supplier for delivery/rejection/shortage.

Kaizen on going continues improvement.

Dispatch and picking monitoring.

Resolve all operational issues shift Manpower handling.

MIS Reports and Invoicing by Ebiz and WMS.

Responsibility Supply Chain

Monthly/Fortnightly/Weekly Schedule given to vendor as per customer production plan.

Follow-up with vendors for procuring BOP Parts on daily basis as per schedule given.
Generate report of all vendor performance in the end of month.
Control the slow moving and dead inventory.
Maintain optimum Safety stock to adjust unexpected fluctuation in demand of customer.
Preparing Weekly Supply-Chain activities, Scheduling, Inventory Report, Rejection, Countermeasures .
To maintain A, B, & C class of material for controlling inventory cost.

SUMMARY OF SKILLS:

Demonstrated excellence in devising & implementing various innovative supply chain processes / procedures, skills in creating vision for objective and translating ideas into clear & actionable business requirements & recommendations.
Extensive experience in Inward & Outward operation of warehouse in commercial supply chain.
Disposal of scrap with co-ordination with commercial team.
Handling logistical & transportation Operations in commercial Warehouse.
Handling Warehouse operations, inventory & Logistics for company's client Bajaj Electrical Ltd
Identify and resolve concerns in transportation, warehousing, inventory, delivery, billing, service, pricing or operations by interacting with the concerned department.
Oversee warehouse operations and personnel.
Manage operations to ensure efficiency in all aspects of the Department service delivery cycle.
Prepare & analyse MIS reports on daily, weekly & monthly basis.
Maintain and nurture customer and vendor relationships.
Manage the efficient flow of inbound and outbound products and materials.
Review warehouse logistics and improve where possible.
Create warehouse metrics reports as needed.
Follow all applicable safety standards.

Inventory:

Analyzing consumption of top 50 parts per month.
Controlling the excess flow of material from local/out station suppliers.
Controlling the flow of material according to ABC analysis and mini-max norms.
Ensuring timely rejection booking of parts. Ensuring timely booking of bulk parts.
E2E Reconciliation of A class parts and regular perpetual inventory of remaining parts.
Salvaging the Obsolescence.
Consistent tactics to ensure maximum inventory turns.

Achievement

Developed MS-Excel based Software for making Gate-Pass for Supplier's Empty Trolleys/Bins/Plastic Boxes and reconciliation the same. And implements the same system in all group companies.
15% Space saving by changing Store Layout.

Computer Literacy

ERP Package - SAP (MM Module)

MS Office (Word, Excel, Outlook, PowerPoint, OneNote, Access).
ERP- Oracle Business & Microsoft Navision.
WMS – PYROPS.
Google Drive (Docs, Sheets, Slides, Forms).
Spreadsheets (Excel, Google Sheets).
Email (mail merge, filters, folders, rules).
Presentations/Slideshows (PowerPoint, Google Slides, Open Office).
Type Writing Speed in Eng. – 35
Total working experience 5.7 years

- **EPCOS India Pvt. Ltd. Bawal.**
Designation: - Engg. in Maintenance

Company profile

- EPCOS India Pvt. Ltd is a Member Company of TDK- EPC Corporation. A German & Japanese MNC.
- TDK-EPC is the world leader in manufacturing of power capacitors for different sectors with clients like LG, Onida, Goderej, Videocon, Panasonic, Samsung, Daikin, L& T etc.
- EPCOS India Pvt. Ltd. Bawal has employee base of about 600, manufacturing AC & PFC film capacitors with annual turnover above 16 million Euros.

JOB PROFILE

- All the maintenance reports making like breakdown analysis MTTR, MTBF of Various machine & Instruments.
- Repair and adjust various automatic machineries system components.
- Operate and Maintenance of printing machines.

Videojet-EXCEL-DN & EXCEL /273/AF

Markem Images – S* Master & 9040

- Operation & Maintenance of machine like winding, Spray, Testing , Assembly (grooving, pressing, crimping), Automatic welding & Soldering , Resin and hardener dispensing machine, Metal Dust collector, Fume collector.
- Handle Electrical breakdown of machine.
- Worked under projects for modification and commissioning of machines.
- To improves the productivity of the initiating Kaizen.
- Maintain the 5S on shop floor.

Training Exposure:

- SAP, Kaizen Implementation, 5-S Techniques

Achievement:

- Control all printers' breakdown & inventory of spares.
- Provided Visual Management on AC assembly lines by providing troubleshooting chart and one point lessons etc.

Extra Curricular Activities

- A regular member of "5 S Auditor & Audi tee team".
- A regular member of "KAIZEN IMPLEMENT TEAM".
- A regular member of "Strategic Improvement Projects".

Academic Qualifications

Examination/Board	10 th /HBSE
Year of Passing	2006
Percentage	64.00%

Examination/Board	12 th /HBSE
Year of Passing	2008
Percentage	61.00%

Computer Knowledge

- Basic knowledge of M S Office

Projects & Training

- I have developed **Car Locked Minor** Project of IV semester.
- I have developed Speed Checker Major Project of VII semester.
- Undergone 45 days summer training program under CCNA in HCL from 15th May, 2011 to 25th June, 2011 in IV semester.
- Undergone 45 days summer training program under NOKIA Pvt Ltd from 12th May, 2011 to 22th June, 2011 in VII semester.

Strengths

- I am Punctual
- Hard Working
- Innovative and Optimistic
- Passionate about targets.

Hobbies

- Listening to Music.
- Playing Cricket

Personal Details

Father's Name	Mr. Mahender Singh
Date of Birth	05-Mar-1992
Nationality	Indian
Sex	Male
Marital status	Married
Permanent Address	Jitender S/o Sh. Mahender Singh V.P.O. Musepur Distt- Rewari State-Haryana, Pin No. 123401

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

DATE:

(JITENDER)