

VIJAY VINOD RAO

16 Kincaid Lane, Markham, Ontario, L3S0B9

· +1(647)949-0065 · vjrao91@gmail.com · <https://www.linkedin.com/in/vijay-rao-scmgrad/>

PROFILE SUMMARY

- Over 12 months of manufacturing experience with close association of Supply Chain Management.
- Learnt and developed different aspects in Supply Chain such as Inventory control management, Logistics Management, Purchasing, Project Management, etc.
- Exceptional ability to understand client relationship and provide customer service demonstrated by part-time work at Tim Hortons and Access Research.
- Exceptional knowledge of customer behavior, product differentiation and branding, sales presentations developed from academic projects and experience.
- Knowledge of leading a team and experience of working in a team of diverse group. Proficient in Microsoft office tools and Windows software.

RELEVANT WORK EXPERIENCE

ASSEMBLY AND PACKAGING TEAM LEAD

April 2018 – Present

Calstone Inc. - Scarborough, ON

- Coordinate the assembly and packaging operations of the different parts of the commercial furniture.
- Supervise a team of 4-5 employees to complete the assembly and packaging operations to meet the deadline.
- Coordinate with the production team to complete the orders as per customer requirements in a timely manner.
- Manage and control the material movement for the work in process and inventory to maintain minimum stock level for rush orders.
- Maintain high quality of satisfaction to meet the standards and requirements of the customers while bulk packaging orders.
- Ensure on time delivery of the orders with maintaining records and reporting to the Supervisor and Logistics Manager.
- Complete all the paperwork such as updating the packing list regularly as the order proceeds and keep updating about the status to the Supervisor.

PRODUCTION ENGINEER

Dec 2013 – Jan 2015

Shree Ganesh Industries Pvt. Ltd., Maharashtra, India

- Supervised a team of 12-14 members to complete the production processes of PVC and other plastic molded parts.
- Worked with different departments like Sales, Design, and Purchase for end-to-end production thereby familiarized with working in a cross-functional environment.
- Developed skills working in a team with diverse backgrounds and different qualities and thinking therefore was able to successfully harmonize team and overcome communication barriers.

PROJECT DEVELOPER (3 members' team)**April 2013****Shiva Enterprises, Maharashtra, India**

- Designed and calculated the design parameters to convert the mechanical and hydraulic press machine to an Electromagnetic powered machine.
- Fabricated and manufactured the machine using different tools and techniques in a 3 members group under company's sponsorship.
- Submitted a final presentation on the project with the successful completion of the project.

EDUCATION**International Business Management – Graduate Certificate****April 2017****Seneca College, Toronto, ON**

- Learned and developed in-depth skills in International Business Management and Supply Chain Management.
- Developed hands on practical experience in International Business Planning, cross cultural communication and negotiation strategies, Global Economy in Business, Market Research Strategies and techniques, and Financial Management.
- Developed various soft skills such as teamwork, Leadership, Communication and negotiation skills through various group projects and team assignments.

Global Logistics and Supply Chain Management Graduate Certificate**April 2016****Seneca College, Toronto, ON**

- Learned and developed different skills in Supply Chain Management such as Inventory Management, Materials Management, Order Management, Purchasing, Sales and Distribution, Logistics, International Business Law, and Accounting.
- Developed various business skills including project management, critical thinking, leadership, communication and negotiations, people management and time management.
- Developed and learned computer skills through practical experience in Microsoft office, SAP during the course.

Production Engineering**June 2013****Bachelors of Engineering (B.E.) Pune University, Maharashtra, India**

- Studied Industrial Engineering as a part of academic curriculum with introduction to Supply chain management.
- Participated in various national and state level technical events.
- Hosted various technical and non-technical events as a team member of the organizing committee.
- Successfully completed College seminar project on "The Toyota Way – A Revolutionary Management System".