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VPO-JAT BEHROR, MUNDAWAR

DISTRIC-ALWAR RAJASTHAN - 301001



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About Me**Logistics/Warehousing/Transportation/SCM**

- Able to quickly understand a company's operational systems and provide input for the development of future systems.
- Ability to think on feet and make the right decisions under pressure.
- Willing to be responsible and accountable for any success or failure.
- Provide strong and supportive leadership to all staff who work for me.
- Regularly coming up with new & effective ways of making the work process more effective.
- Writing up accurate reports for seniors on any losses and gains.

Education

❖ **Bachelor of Arts** July 2009
Rajasthan University
Jaipur

❖ **10+2 (Senior Secondary)** July 2003
TCASS, Shahjahanpur
Rajasthan Board, Ajmer

Professional Qualifications

- ❖ **Industrial Training Institutes (I.T.I)** Computer Operator and Programmer Assistant (COPA) course from Rajasthan Technical Education Board Jodhpur.
- ❖ One Year Advance Diploma in Computer Applications from Deepshikha College of information Technology Jaipur.

Career Highlights

- More than 16 years of experience in Transportation/Operation/Warehouse/Logistics & Distribution management.

Adept at:

- | | | |
|-------------------------------|--------------------------|------------------------------------|
| ✓ Vendor Development | ✓ Team Leadership | ✓ Transportation Management |
| ✓ Strategy development | ✓ Warehousing | ✓ Operation Management |
| ✓ Business Development | ✓ Administration | ✓ Distribution Management |

- Extensive exposure in managing taskforces in the Domestic Cargo/Transport & Distribution / Operation/Planning/Supply Chain Management / Logistics & Express delivery industry.
- Geographical knowledge of India and conducted many route surveys.

Skills

- | | |
|-----------------------------|---------------------------------------|
| ✓ Data Analysis.. | ✓ Ability to embrace new technology.. |
| ✓ Teamwork.. | ✓ Industry Knowledge. ... |
| ✓ Conflict management.. | ✓ Customer service. ... |
| ✓ Interpersonal skills. ... | ✓ Organizational skills.. |

Work Experience**Kajaria Ceramics Ltd.****Alwar (Rajasthan), Morvi (Gujrat)**

Since November 2015

Asst. Manager (Head of Logistics)

Kajaria Ceramics is the largest manufacturer of ceramic/vitrified tiles in India. It has an annual aggregate capacity of 70.40 mn. sq. meters, distributed across eight plants - Sikandrabad in Uttar Pradesh, Gailpur & Malootana in Rajasthan, four plants in Gujarat and one at Vijayawada in Andhra Pradesh.

Job Responsibilities-

- Authoritatively directed strategic planning, global logistics and warehouse & inventory personnel, as well as collaborated with leadership regarding daily operational targets and long-term goals.
- Resolve any arising problems or complaints.
- Safely transported & relocated stock, continually monitored staff activities and comprehensively evaluated operations to improve and refine efficiency.
- Documented all activities, personally reported to Plant Head, tracked employee payroll and implemented staff incentive program.
- Managed a logistics team consisting of three in-charges and sixteen team members. In Different 2 department.
- Comply with laws, regulations and ISO requirements.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Prepare annual presentation.
- Negotiate with suppliers or customers to improve supply chain efficiency or sustainability.
- Supervise activities of all workers and assign tasks based on an individual's skill set
- Developing and implementing SOPs for the Logistics.
- **Warehouse Management System (WMS)-**
 - Strategically manage warehouse in compliance with company's policies and vision.
 - Overseeing receiving, warehousing, distribution and maintenance operations.
 - Setup layout and ensure efficient space utilization.
 - Initiate, coordinate and enforce optimal operational policies and procedures
 - Adhere to all warehousing, handling and shipping legislation requirements
 - Maintain standards of health and safety, hygiene and security
 - Manage stock control and reconcile with data storage system
 - Manage an accurate inventory of warehouse materials. Controls inventory levels by conducting physical counts, reconciling with data storage system.
 - Maintains physical condition of warehouse by planning and implementing new design layouts;
 - Recruit, select, orient, coach and motivate employees
 - Produce reports and statistics regularly (IN/OUT status report, dead stock report etc)
- **Transportation/Co-Ordination-**
 - Direct, optimize and coordinate full order cycle.
 - Create policies or procedures for logistics activities.
 - Co-ordination with transporter, Vendor and Head office time to time for easy and better working.
 - Freight Quotation-Received the manual Freight quotation and finalize, from Nov-16 management has decided for E-bidding. E-Bidding has done successfully from Dec-16.
 - Manage the vehicle for the destination which is not in e-bidding.
- Monitoring the all dispatch of finished goods & Motivate the team at the time of pressure.
- Implement with new ideas for safe/smooth and fast dispatch.

Achievements-

- Done the fully digital warehouse in 4 Plant.
- Make the record of highest dispatch in a day with team under my supervision.
- Developed the new vendors/transporters for improve work and fast service.

UDAN LOGISURE PVT LTD

Since Jan 2015 to Nov 2015

Operation Manager – Rajasthan (Jaipur –Raj)

Logisure is built for people with things to move and for people with delivery vans to move things.

Leisure's I-UDAN (Intelligent Urban Delivery Van Network), an intra-city network of screened delivery vans enables the emergence of hassle free local logistic solutions for personal and business requirements. Logisure incorporates-

- Real on-ground knowledge in movement of urban freight in a city.
- Best hardware and software to ensure deliveries are on-time and at fair cost.
- Collaborative approach to make future cities livable and sustainable.

Sahara Q Shop Unique Products Range Limited

Since Dec 2012 to Jan 2015

Asst. Manager – Warehouse &Transport (Raipur C.G.).**JOB RESPONSIBILITIES: -**

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts and reconciling with data storage system.
- Working closely with clients, suppliers and transport companies.
- Planning the delivery and dispatch of goods with transportations cost.
- Monitoring and setting aside storage space.
- Making sure stock is stored correctly and safely, for example chemicals or food.
- Communicating with other departments, staff groups and customers.
- Keeping stock control systems up to date and planning future capacity requirements.
- Producing regular reports and statistics on a daily, weekly and monthly Basis.
- Ensuring the health, safety, cleanliness and security of the work Environment.
- Overseeing the planned maintenance of vehicles, machinery and Equipment.

DelEx Cargo India Pvt. Ltd

March-2012 to Aug- 2012

Sr. Executive-Sales & Operation**As Branch In-charge (Bhiwadi)**

Reporting to: - North Regional Manager (Delhi)

JOB RESPONSIBILITIES: -

- Monitoring Entire operations of a territory level
- Responsible for business and franchisee Expansion and development
- Vendor Development, appointing BA's and Vendors negotiation
- Monitoring the Outstanding collections
- Handled all **SPECIAL ECONOMIC ZONE Operations** formalities
- Fund and credit control mechanisms maintenance.
- Meeting with the prospective clients for the promotion of business
- Ensures Connection of Feeder Routes & Review Vendors Performance
- Assistance provided to the Zonal Manager in overall Business Development Activities.
- Assistance provided to the Zonal Manager in identifying the capable staff.

First Flight Couriers Ltd. (Surface Cargo Division)

Jan. 2010 to Feb.2012

Sr. Executive (Surface Division) -Bhiwadi (Raj).**JOB RESPONSIBILITIES:**

- Handling all operations, Handling 20 lacks of Business volume in Bhiwadi
- Handle Cash Management and generating MIS reports. Arrange the vehicle from market for FTL.
- Meeting with the prospective clients for the promotion of business.
- Handling and monitoring about 5 Staffs 1 BA.
- Responsible for providing grass root level information to top management on the competitor activities in terms of Assets, new launches & Clients payment collection also.

V-Xpress (A Division of V-Trans India Limited)**Operation Executive – Gurgaon HUB, (Transshipment NORTH)**

Nov. 2007 to June, 2009

" Looking all transshipment activities in Day/Night as a Shift In-charge "**Job Responsibilities:**

- Monitoring Entire operations of Transshipment.
- Responsible for Load of 5 States and about 20 trucks loading and unloading.
- Vendor Development, appointing and Vendors negotiation, With Cost cutting.
- Educate and managing a team.
- Monitoring Cash Management, For Advance to vendors.
- Educate for Proper and Safe Handling.
- Monitoring Pre-alerts to the next destination and Proper Loading and unloading.
- Checking all the way bills, documents and vehicle papers.
- Ensures Connection of Feeder Routes & Long routes Review Vendors Performance.

XPS Cargo Services (A Division of Transport Corporation of India Ltd.)**Assistant Operation: Kolkata**

June, 2006 to Oct. 2007

Reporting To:- Area Manager

Languages

✓ HINDI

✓ ENGLISH

Personal Details

- Father's Name : Mr. Rajbeer Singh
- Birthday : November 22, 1986
- Gender : Male

Declaration

I, Hemant, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Hemant Mahlawat**Alwar, Rajasthan**