

RAJESH LAXMAN POFALE

Material Management / Supply Chain Management / Logistics & Warehouse Management

Target Location: Mumbai / GCC



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Personal Details

Date of Birth: 2nd Sep 1972

Languages Known : English, Hindi and Marathi

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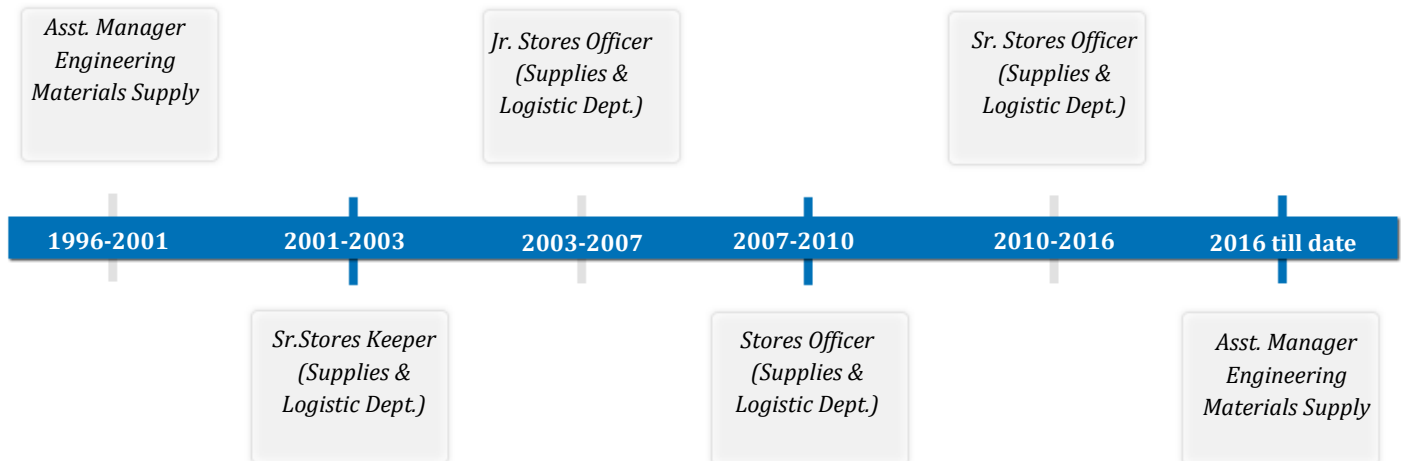
Technical Skills

MS Office, Microsoft Windows and Internet Application

Profile Summary

- **MBA (Operations & Supply Chain Management)** professional with **over 22 years** that reflects pioneering expertise in **Store Operations, Inventory and Material Management, Vendor Management, Budgetary Control and Team Management**
- Strategic capability in striking excellent coordination with all involved divisions within the organization including planning, warehousing, materials management, stock verification and space utilization
- Skilled in maintaining the inventory level below the specified limit considering FIFO; ensured elimination of obsolete items and non-moving /surplus items
- **Steered inventory control** by discovering non-moving / surplus inventory, lying for over 20 years and **generated 4.5 mn profit through sale of same**
- **Brought down utilization of consumables** and registered huge cost savings to the company; **saved approx. 1 crore per year**
- **Promoted space utilization** by vacating 1.5 acres land areas and transferring the material to larger 2.5 acre land, thus **saved rent amounting to 1 crores pm**
- Resourceful in managing day-to-day relationship with vendors, rate negotiations as to ensure achievement of service and quality norms
- Capable of **driving cost optimization initiatives, developing new systems & processes** and driving efficient operations through effective planning
- **Award winning Manager** with an exemplary record for surpassing results, team leadership, high level analysis, and enhancing the corporate bottom line

Career Timeline



Core Competencies

Material Accounting & Management

Store Management

Commercial Operations

MIS Reporting

Internal Auditing

Resource Management

Safety Management

Warehousing & Dispatch Functions

Stock Maintenance / Verification

Inventory Management

Vendor Management

Operations Management

Cost Optimization

Organizational Experience

Since Feb 1996: Jet Airways (I) Ltd.

Growth Path:

Feb'96 – Feb'01: Asst. Manager Engineering Materials Supply
Mar'01 – Mar'03: Sr. Stores Keeper (Supplies & Logistic Dept.)
Mar'03 – Mar'07: Jr. Stores Officer (Supplies & Logistic Dept.)
Mar'07 – Nov'10: Stores Officer (Supplies & Logistic Dept.)
Dec'10 – Jan'16: Sr. Stores Officer (Supplies & Logistic Dept.)
Since Feb'16: Asst. Manager Engineering Materials Supply

Key Result Areas:

- Monitoring, maintaining, recording the bonded stores & the storage condition such that they meet the required temperature & humidity at the given time.
- Archiving original certification received with the components for a period defined in the CAR145. This could be in soft copies scanned & linked to the receiving of the components in the AMOS.
- Managing store operations and inventory in accordance with overall company policy
- Supervising material requisitions, managing stock verification & maintenance
- Monitoring stock levels of general items and consumables and raising requisitions
- Monitoring & controlling calibration of tools & equipment before target date.
- Recording & maintaining calibration records for Audit purpose.
- Eliminating obsolete items and analysing non-moving /surplus items
- Steering basic stock inventory procedures; creating requisitions, purchase orders, invoices, slips, tags, & maintaining computerized warehouse record keeping systems
- Completing daily, weekly, monthly management report (MIS) on overall store performance
- Maintaining stores as per latest Material Management Standards
- Following up with counter parts for dispatch of parts as per the orders placed
- Collaborating with vendors and resolving the problems regarding delays.
- Nominated/appointed as a Safety Officer from Logistic Dept.
- Planned & implemented roster & optimum manpower Utilization.
- Efficiently following up with import/export team & freight forwarder for timely delivery of goods & Effectively work on TAT of components.
- To monitor receipt of spares, binning as per the category of spares (DG, NON DG/BULK & NORMAL).
- To monitor issue of serviceable spares & returned of removed units from Maintenance.
- Prepare departmental budget on time to time basis.
- To ensure removed units for repair or return to vendor within time.
- To monitor & maintain third party stock inventory at Mumbai stores.
- To monitor international station stock inventory.
- Liaison with transport department / Third party for movement of bulk materials like Engine & their component, landing gears etc to outstation.
- Handling routine Audits –external & internal (finance, third party, Quality & safety).
- Ensure staffs are up to date with current processes & training.

Highlights:

- Implemented a system of stores receipt, storage, safe keeping, issue and dispatch to provide material support to the aircraft maintenance
- Streamlined process for 100% stocks check in stores for proper functioning
- Promoted as an AMOS Champion from Supplies Dept.; ensured data analysis through AMOS System & adopted strategy as per supplies requirement
- Maintained safety of stores & standards as per MOE/CAR & regulatory requirement
- Promoted and sent to China (AMECO) in Sept'2010 as a Logistic Representative for Jet Airways Aircraft "Checks"
- Visited Turkey IST (Istanbul) in Feb-2014 as a representative from Supplies & Logistic Dept. for wet lease Airplane
- Received Merit Award for outstanding performance as an Officer.

Trainings

- Completed the AMOS Diploma conducted by CROSSAIR Information System
- Conducted EHS Awareness Program at Jet Airways Training Centre on 07.10.2014
- Completed the Civil Defence basic Disaster Management Course held from 18/06/2014 to 20/06/2014 at Chatrapati Shivaji International Airport, Mumbai conducted by GVK
- Attended Human Factor Training in Aircraft Maintenance
- Completed Managerial Excellence Program conducted by Jet Airways
- Completed Approved DGR Certification Course conducted by IATA
- Completed Supervisory Service Skill conducted by Jet Airways Training Department in Mar 2014

Academic Details

- **MBA (Operations & Supply Chain Management)** from SMU University in 2016.
- **B.Com.** from Mumbai University in 1993.

Project Undertaken

A Study on Enterprise Resource Planning (ERP) implementation in an organization

Other Courses:

- Professional Diploma in Computer Programming & Application Course – 1994
- Diploma in Computer Operations & On Line Data Entry – 1994

Soft Skills

