**HITESH GUPTA**

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**SENIOR MANAGEMENT PROFESSIONAL: Production Operations / Purchase & Inventory**

**PROFILE SUMMARY**

**A competent professional with 18 years of experience in:**

*Production Operations Packaging & Dispatch Administration Purchase Inventory*

* Comprehensive experience in devising significant solutions, managing day-to-day production activities and ensuring preventive maintenance of packing machines & loading machines
* Skilled in leading teams for running successful production operations for achieving manufacturing excellence
* Expertise in receiving, storing & controlling stock and delivery of materials to project location/central store facilities involving inside/outside movement
* Experienced in managing the entire gamut of Materials Management including monitoring inventory levels, stock management and liaising with vendors for timely procurement of various items
* Sound acumen in formulating & implementing production plans and schedules for manufacturing of the products; efficiently managing production shifts & maintaining online quality parameters
* Possess strong analytical, team management and relationship building skills

**AREAS OF EXPERTISE**

**Production Operations**

* Minimizing performance bottlenecks for high productivity with maximization of men, material, machine, etc.; focusing on the optimization of process parameters & initiating improvements for achieving productivity targets
* Developing new process concepts for production optimization & yield improvement and developing guidelines for sequencing of manufacturing activities

**Purchase**

* Interfacing with cross-functional departments for drafting procurement plans of various equipment; preparing budget and planning the funds for sourcing of materials
* Accountable for ensuring adherence to quality & procedures for purchase orders; tracking purchase orders with vendors and getting order acknowledgements from vendors

**Inventory Management**

* Monitoring the stock levels of consumables/ stocks at warehouses/ stores and ensuring timely procurement & replenishment of stocks
* Verifying stock to ensure that the physical count of inventory tallies with balance reflected in stores ledger and checking the adequacy of internal control system

**Team Management**

* Creating an environment that sustains and encourages high performance; motivating teams in optimizing their contribution levels
* Coordinating activities for identification of training needs of employees for upgrading their technical skills

**EMPLOYMENT DETAILS**

***Mar 2002 - till Aug 2020*: C/o *Jawahar Spinners Pvt. Ltd. & Simra Industries* Bhiwadi, Alwar Production Head / Admin**

**Key Result Areas**

* Looking after production, quality control and quality approval functions
* Managing more than 200 workers in two shifts
* Accountable for maintaining day-by-day daily stock records and daily maintenance sheets of production
* Generating weekly production, maintenance and purchase reports
* Supervising total production, planning, manpower, waste control & orders planning
* Monitoring dispatch of goods & orders, total purchase of goods and meeting requirements of all types of raw materials (low costing)
* Ensuring safety & maintenance of plant and machinery
* Maintaining records of production, waste, stock in- outward, ESI / PF, transactions, electricity (especially maintaining power factor control), attendance sheets and advances of workers & others
* Facilitating team work within members i.e. Supervisors, Maintenance Dept., Electric Dept. and Accounts
* Checking the main gate records i.e. inward and outward movement of goods

**Accomplishments**

* Bestowed with the Best Quality Award (5 times) in 2005, 2009, 2011, 2013, 2014
* Recognized for Best performance (2 times) 2011 & 2015
* Identified for Best Quality & Maintenance ( 2 times )
* Appreciated for best updated records from central excise ( Audit Year Period 2007-2012)
* Efficiently executed plant maintenance award from Bhiwadi manufacturers association period 2006-2010
* Received award for safety and precautions in factory premises from Jal Board, Bhiwadi
* Contributed significantly as a member of the unit that started with 7 loom machines in 1998 and grew to 109 looms including 18 computerized jacquards by the end of 2013 year (spell of 15 years). The team never asked for any help for installing any machines from outsiders. Along with installing all jacquards and loom m/c , dying m/c, warping m/c with crill stands, braiding m/c, fdy plant, rolling m/c and more & manage lots of unskilled labor to high skilled potential labor to work in factory to reach new heights. These skills saved lacs of money funds to develop the factory & run it smoothly. Handled management & maintenance of power factor in plant in behalf we get rebate of
* Over 40k per month from electricity dept., Individually managed, rechecked the vendors activities and negotiated to purchase raw materials , spares, accessories, etc. for factory use that eventually saved funds used to maintain canteen, medical help, safety equipment, allowances etc.

**PREVIOUS EXPERIENCE**

**May 1993 to Mar 1994: Tricon Consultancy Software Services—Delhi as Marketing Executive**

**Feb 1995 to April 1996: Singla Cargo Movers & Ticketing – Delhi as Marketing Executive**

**ACADEMIC DETAILS**

* Graduation (Bachelors in art)from Delhi University in 1994

**Other Courses**

* One Year Diploma in System Management from NIIT –Delhi in 1993
* 6-Months Diploma in Airlines Ticketing & Management from India International Trade Centre in 1991

***IT Skills:*** *Acquainted with MS Office*

**PERSONAL DETAILS**

Date of Birth : 29th July, 1971

Languages Known : Hindi and English

Location : Ghaziabad

**Hitesh Gupta**