



# JIBAN KRUSHNA NAYAK

+919023885606, 9217667839 |  
jibannayak2011@gmail.com

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

- **Winsome textile mills, baddi**  
*2001 - 2007*  
Store and logistic executive  
All store activities, raw materials and spare parts
- **Kandhari beverages pvt Ltd, nabipur, authoring of coca cola company**  
*2008 - 2018*  
Warehouse and logistic manager  
All warehouse activities, with follow up Gmp, housekeeping, and all internal and external audit
- **C gems and jewels pvt limited**  
*2018 - 2019*  
Logistic manager
- **Parle agro ( navya enterprise)**  
*2019 - Till date*  
Store and warehouse manager  
Responsibility of store and warehouse, with follow up organization sop

## EDUCATION

- **Odisha board**  
*1991*  
Matriculation  
55%
- **Odisha council**  
*1992*  
10+2 science  
45%

- **Utkaluniversity**  
1996  
Bsc (chemistry and biology)  
55%

## SKILLS

- Team building, problem solving, Decision making, and sales
- Microsoft Excel, professional software Erp, Windows, MS Office,
- Vendor management, warehouse mangement, logistic management, and purchase management
- Commercial opration, marketing and sale

## LANGUAGE

- Odia
- English
- Hindi
- Sanskrit

## INTERESTS

- Pratispatng at social activities
- Playing cricket and volleyball, kabadi and football

## ACTIVITIES

- Farming,

## PERSONAL DETAILS

- Date of Birth : 23/04/1978
- Nationality : Indian
- Permanent address : Village, - sarana, po - sarana, district - jagatsinhpur, odisa, pin code, - 754106
- Present address : Village - nabipur, po - nabipur, district fatehgarhsahib, state - Punjab, pin code, - 140406

## RESPONSIBILITY OF WAREHOUSE

- All inventory properly management, vehicle unloading and loading timely, labour management, billing to client, achieve KPI on daily basis, and keep warehouse control on expenses, maintain warehouse standard with 5S and Gmp, housekeeping norms, monitoring cold store temperatures, monitoring materials received and displaced with fifo policy, monitoring bill passing and prepared GRN in system with Erp, timely reconciliation with account department, all type transportation deal in materials and out materials, proper planing of materials and purchase order to vendors, timely delivery of materials through suppliers, inventory level to be maintained, maintain book stock with physical stock, ready to attend external and internal audit, follow up gmp and housekeeping, timely huddle meeting with team members and finding gaps close, ensure adherence to manufacturing plan with zero stoppage or variation to production plan due to raw and packing materials availability, provide support to follow up for insurance claims in case of accidents, ensure Availability of vehicle s dispatch finished goods to the respective destination within the time, frame of permit validity,

## **KEY PERFORMANCE INDICATORS (KPI)**

- 1- placement efficiency (PE)
- 2- volume damage per tonne ( VDPT)
- 3-Transit efficiency
- 4- cost per tonne
- 5- co ordination with transporters and other vendors
- 6 - co ordination with distributor, sale team, commercial team and purchase team,
- 7- weekly updation physical stock of finish goods and raw materials

## **RESPONSIBILITY OF LOGISTICS**

- To handle the ara of transportation of finish good from plant, the scope includes placement of vehicels, in transit damage reduction payment to transporters, report and data collection and analysis , market truck arrangements rate updation, dispatch plan analysis to identify potential issue in vehicels, placemet and take prevetive action, tracking and closure of statutory cases related to insurance by authority, individully handling manpower cost saving and efficiency improvement

## **ORGANIZATION LEADERS ATTITUDES**

- 1- Be in love, 2 - Be aggressive, 3- Be aware, 3- Be bold, 4- Be a realist, 5- Be first, 6- Be on time, 7 - Together 8- Be proud

## **ORGANIZATION POLICY**

- 1- Quality policy 2- environment policy, occupational health and safety policy, 3- food safety policy, 4 - Dress policy, 5- personal behaviour policy

## **ORGANIZATION GOALS**

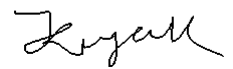
- 1- customer and consumer satisfaction with sale and quality products, 2 - system ready ness 3 - capabilitie building ,

## ORGANIZATION RESOLUTION

- 1- commitment 2 - communication 3- cross function communication

## ORGANIZATION PRIORITIES

- 1- productivity, 2 - people engagement, 3 - quality, 4 - 24x7 readiness 5 - cost effectiveness



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