DHIRENDRA KUMAR BHATT

PERSONNEL INFORMATION

Qr. No: D-29, OPM Colony, PO: Amlai Paper Mills, Dist: Shahdol ( M.P)

Pin-484 117

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OBJECTIVE: “Ensuring cooperation of all departments for achieving the objectives of all material management, Manpower Planning, Simplification, standardization and value analysis through “Manpower- management” / Audit / Materials management” with good relationship, commitment,  experience, knowledge, skills and abilities.”

To take up a position to establish myself success by reflecting in the line of “Manpower- management” / Audit / Materials management” with honesty, good relationship and best performance by translating my experience, knowledge, skills and abilities into values for an organization.

EDUCATIONAL QUALIFICATION :

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| Bachelor of Commerce | RavenshawCollege, Cuttack, Odisha under Utkal University. | March’1981 | Accountancy,Auditing,Economics, Business Management. |
| Graduate diploma in Materials Management | Indian Institute of Materials Management, Mumbai | July’1988 | Purchasing Management,  Stores Management, Inventory Management, Materials handling, Cost reduction in MM. |
| **Professional training:-** | |  |  |
| Functional Course on Co-operative Managemnet. | Krutartha Acharya Co-operative Training Institute, Bargarh, Sambalpur(Odisha) | Jan’1989 | Cooperative Law Management & Co-operation. |
| Self-Devlopment programme. | Quest System Pvt Ltd, Chennai | Jan & Feb’1997 | Management Effectiveness |
| Team Building and Leadership Programme | IIPM, Kanshbahal, Odisha | 2003 |  |
| 5 S’ Programme | HRD Centre, Kanpur | 2004 |  |
| Contract Labour. | Seminar at ASSOCHEM, New Delhi. | March’2008 | Contract Labour Regulation Act, Handling Outsourcing Contact Labour |

EXPERIENCE:

1984-1998 :**M/S: Orient Paper Mills, Brajrajnagar, Jharsuguda,Pin: 768216 (Odisha). A C.K. Birla Group of companies. Manufacturing Paper & Board.**

I joined as Internal Auditor in It’s Internal Audit Dept. The assigned job was auditing specially in Stores and Purchase Dept. along with other sections such as Accounts, Sales, Excise, Time-

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Office, Contract Cell, Go-down, Finishing House, Raw Materials Dept, Salary Section, Guest House, Club, Railway Dept. Rent Dept. etc. I have gathered knowledge of working of various dept. with a special emphasis to inventory control.

In the year: 1994, I looked after the job of Contract Cell as Assistant In-charge, assigned with the formation of various contracts of regular and temporary nature of contractors. Participated in discussions for finalize AMC with various service providers for plants running maintenance, Overhauling during Shut. The job includes allocation of contracts after joint discussions followed by work orders, rates comparatives with comparison to schedule of rates, bill processing, MB and other activities related to contracts.

1999-current: **M/S: Orient Paper Mills, PO: Amlai Paper Mills, Dist: Shahdol, PIN-484 117 (MP).**

In the role of a MANAGER in Engineering Contract Dept. with a manpower management of 19 regular contractors and 450 workmen and 15 different outsourced contracts with separate code contractors. My organization has given me ample opportunity to participate in various functions in deciding the contracts for Civil, Mechanical, Electrical jobs with various schedule contractors along with the team and finally approval of Vice President. Preparation of work orders and processing bills as per order for payment. Engaged in the system of Contract labour deployment as per study of Job study and guidelines consultant and our HR Dept. Preparation of various MIS for presentation before management such as financial expenses with budget, Monthly expenses on various head of account.

SKILLS: (a) Rate analysis for contract/piece rated jobs, Services, AMC, transport contract. (b) Knowledge of statutory compliances as per contract Labour Act.(c) Knowledge of Purchase and Stores (d) Revision of rate schedule as per Min Wages Act. (e) Internal audit work.

Achievements: (1) In the year: 1989-93 actively worked in the area of various inventory in Store. After a successful review of Work orders, Supply, Issue and Consumption Inventory reduced to 3 cr. In a year for Alum and Sodium Sulphate.

(2) In 2006-07, with my endeavor could able to save service tax liability on my company on account of non- payment of Service Tax up to 35 lac.

(3) In 2008-09, under team building “ KRA Circle” I had opportunity to give various cost savings proposals . Few of them implemented with approval of management for outsourcing internal transporting jobs, removal of coal ash (solid waste) from plant, House keeping of a lime dust plant’s outside area. The cost savings came to Rs1.5 lac per year.

(4) In 2010-11, a claim of ESIC, Indore was for Rs64 lac. ( Year: 2000-01 and 2001-02) . With opinion of our VP(HRD) and Co’s PF & ESI staff, I prepared the financial statements of contractors in a rearranged manner to explain with the rate analysis, work orders, bills, payments before the Asst. & Dy Directors , Director of ESIC, Indore towards the components on which ESI is payable or not. With our team effort we could able to settle the matter with saving of Rs 48 lac.

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Computer Literacy: MS Office(Excel), Word and working on SAP ( Services module).

Personal information: Gender: Male.

D.O.B. 15th. October’1961.

Nationality: Indian.

Marital status: Married.

Language known: English, Hindi and Oriya.

Present salary: 6 lac.per annum.

Expected salary: negotiable.

Declaration:

I solemnly declare that all the above information is correct to the best of my knowledge.

(D.K. Bhatt)