

GM/Director/Operations/Logistics/Imports/Exports Resume Sample

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Name & Personal Details of clients are not included for Anonymity

◆ Add: xxxxxxxxxxxx ◆ Mob: xxxxxxxxxxxx ◆ xxxxx@gmail.com ◆

Fleet Operations Management • Manpower Management • Purchases & Procurement
Materials Management Inventory, Logistics and Warehousing (Import and Export related)

Versatile **Senior Management Professional**, with extensive experience in Sales / Marketing, Plant Administration, Purchases and Procurement, Logistics, Import / Export, Warehouse / Inventory Management with an inbuilt ability to understand the business cycle entirely. Seeking a senior management position with a reputed Company, to head Fleet Operations/Purchases and Procurement/ Materials Management, Inventory & Logistics functions.

Areas of expertise include:

- Strategic and Business Planning
- Business Development
- Production Processes and Standards
- Contract Negotiations
- Purchasing
- Materials / Inventory Management
- Financial and Budgetary Affairs
- Customer Service and Retention
- Human Resources
- Training and Development
- Quality and Productivity Improvement
- Policy and Procedure Development
- Cost Reduction and Revenue Gains
- Time Management

KEY COMPETENCIES AND SKILLS

- ❖ **Forward-looking and pioneering**, with a passion for challenging projects and ability to **efficiently design systems and processes**, successfully develop research ideas, frame hypothesis, analyze quantitative and qualitative data, synthesize findings into written reports.
- ❖ **Successfully use management skills** in Cost control, Resource management, Manpower management, Process compliance, Planning & Budgeting, P&L management, Safety compliance and Risk management, Critical analysis and Problem resolution to lead the organization towards service level excellence and achieve performance targets.
- ❖ **Implement higher performance standards** through Organizational Management, Time Management, Training, Development and Human Resources Management.
- ❖ **Excelled** as a coach to develop right people management skills and achieve retention.
- ❖ **Employ proactive management and strong leadership techniques** to generate accomplishment-driven workplace environment, resulting in employee loyalty.
- ❖ **Comprehensive** writing, presentation, review, team assessment and team building qualifications.
- ❖ **Ensure client satisfaction and customer retention** through Strategic Business Planning and Client Relationship Management and by implementing client specific quality procedures.
- ❖ **Technically savvy**. Strong command of various software applications – especially Microsoft Office (Word, Excel, PowerPoint), ERP, SAP, Internet browsing, email etc.

PROFESSIONAL WORK EXPERIENCE

THE XXX DRY PORT (A UNIT OF XXXXX CHEMICALS AND SHIPPING LTD)

GM – Fleet Operations Planning and Control (Road Transport Division) Dec 10 to Present

The Thar Dry Port is a privately owned Inland Container Depot and custodian with locations at Sanand (Ahmedabad) and Jodhpur and provides logistic services like domestic/bonded warehousing, road and rail transport, customs clearance, inspections and surveys etc. to exporters/importers.

- ❖ **Direct and Control the functions of** 6 managers, 15 executives, 2 workshop managers, 2 Asst

managers – stores, 5 executives based at ICD's at Ahmedabad and Jodhpur, and branch offices at Gandhidham, Mundra, Mumbai and Khodiyar - Ahmedabad.

- ❖ **Report** directly to the Managing Director.
- ❖ **Head the Road Transport division of TTDP and responsible for annual Fleet Operations Budget of Rupees10 crore**, the P&L of the national operations of the RTD and activities related to linking the requirements of internal and external clients, all road transport related activities & workshop, planning, reporting, purchases, preparation & execution of contracts, billing and cash collection, manpower management, availability of vehicle related documents, coordination with RTO, Police, Insurance Surveyors etc. to update department on line movements after co-ordination with line surveyors and agents. Revenue generation on return trip of vehicles.
- ❖ **Efficiently handle** 1500 laden containers of exports & imports and 1500 domestic containers monthly. Activities include receipt and dispatch of container sable cargo. Operations by road/rail. Loading & unloading of containers, Stuffing/destuffing, aggregation/de-aggregation of containers. Storage of cargo and containers and their safety, Storage of destuffed cargo and empty containers, Disposal of unclaimed/uncleared cargo. Customs clearance, Gate Checks & Security.
- ❖ **Successfully operate** a fleet of 152 trailers owned by the company and hire rails as well as additional road vehicles as and when required.
- ❖ **Coordinate with** Senior Management of TTDP on strategic and tactical alignment between ICD Ops and RTD Ops to provide timely, efficient and cost effective road transport services to TTDP on a sustainable basis.
- ❖ **Drive process improvements**, compliances and take corrective actions for non compliance.
- ❖ **Maintain and provide structured feedback and suggestions** to senior management on the Manpower, Corporate Services and Fleet Management budget including preparation and forecasting.
- ❖ **Assist HR** to plan and prepare manpower budget and competency profiles for RTD.
- ❖ **Review performance of the RTD** in consultation with Senior management, timely addressing shortcomings and taking immediate corrective actions.

SELECTED KEY ACHIEVEMENTS

- ❖ **Annual Revenue** generated for TTDP - 12.5 crore.
- ❖ **Achieved cost savings** amounting to Rupees **5 lakhs monthly**.
- ❖ **Implemented** PROCESS FLOW CHART, which has been effective for clearly defining the steps to be taken, increased quickness, avoided miss- communications and has proved to be result oriented.

XXXXXXXXX LTD.

Senior Manager Materials

Feb03 to Dec 10

The company is a manufacturer of, “easy to install”, roofing profiles (An American technology), including industrial roofing, bridges, Dam, Railway sleepers, electrical poles and has a group turnover of Rupees 150 Crores.

- ❖ **Oversaw and directed** the functions of Manager warehouse, Dy. Manager purchase, Dy. Manager logistics, 2 Stores Executives and 2 Assistants, related to purchases and procurement, Import / export (materials, parts and capital goods), customs clearance, materials allocation, materials return, warehousing, logistics and documentation, inventory management etc.
- ❖ **Promoted as Senior Manager Materials** after being initially appointed as manager purchase, for domestic purchase of paints, fasteners, tools, machine parts, etc.
- ❖ **Shouldered additional responsibility** of inventory and stores, logistics, materials management, import credit, fund management and import clearance of materials and machinery from customs.

Portfolio consisted of Rs125 crores (included Rs 110 crores of import purchases).

- ❖ **Managed Inventory valued of Rs 25 crores**, consisting of Steel and consumable items for Roofing, imported prepainted aluminium zinc alloy coated sheets in coils, machines, cranes, machine parts, tools etc. in 2 Warehouses of 200 mtr x 100 mtr each.
- ❖ **Reported** directly to the CEO.
- ❖ **Liaison** with Customs authorities.
- ❖ **Cost, Accounting, Inventory & Materials management** of Steel and consumables used for roofing, (average value RS 25 Crores).

SELECTED KEY ACHIEVEMENTS

- ❖ **Instrumental in obtaining supplier credit** of Rs 50 crores, out which Rs15 crores was interest free and the rest was only 4 % (very much lower than the prevailing market rate of 12%).

PREVIOUS WORK EXPERIENCE

Manager, Plant & Administration – XXXX International, Dubai	Jan01 to Jan 03
Executive Marketing - M/S XXXXX Ltd. Ahmedabad	May 1999 to Jan 01
Sales Officer - XXXXXX Industries, Ahmedabad	Apr 98 to May 1999
Sales Officer - M/S XXXXX Ltd.	Apr 91 to April 98

PROFESSIONAL QUALIFICATIONS

- ❖ **Diploma in Mechanical Engineering**, XXXXXXXX – Bhavnagar, Gujarat Technical Board - 1991
- ❖ **Maintenance Technician**, XXXXX, Gujarat Technical Board - 1988

PROFESSIONAL TRAININGS & WORKSHOPS ATTENDED

❖ Diploma in Logistics and Shipping Management, Ahmedabad	6 Months
❖ Post Diploma in International Business Management, Ahmedabad	6 Months
❖ Post Diploma in Management Studies, Ahmedabad	1 Year
❖ Diploma in Sales, Ahmedabad	6 Months
❖ Custom Valuation and Importance, Ahmedabad	1 Day
❖ Curtail Transaction Cost through Effective Documentation & Procedure	1 Day
❖ Customs Emerging Dimensions	1 Day
❖ Cost Effective Imports of Capital Goods	1 Day
❖ Team Building	Short Term
❖ Prevention & Reducing Overdue Outstanding	Short Term

PERSONAL INFORMATION

Date of Birth : 15th Dec 1970

Languages: English, Hindi, Gujarati

References – Available on request