

RAKESH KUMAR

336/18, Near K.M.School
Hamidpur Delhi- 110036
rakeshthakur.scm@gmail.com

Ph. 8700406720

A born leader who possess a 'can do' attitude, and has excellent forward planning and problem solving skills. I am looking forward to work with potential and grow in synchrony in a challenging and dynamic environment, adding value to myself and contribute to growth and success of the organization.

Proficiency Forte:-

Production Planning:

- Handling stock control process
- Comprehensive understanding of management system.
- Co-coordinating the storage of goods.
- Planning for production according to demand.
- Managing client expectations.
- Control overall the production deptt. Of the plant viz RM store, product production deptt. & FG store.
- Efficiently managing of procurement of raw material according to demand-order of the products
- Effective utilization of raw material as per urgent requirement of product.
- Effective utilization of all resources like manpower, machine, material, power & fuel.

Logistics Skills:

- Scheduling and planning delivery routes on daily basis.
- Ability to form, train and develop a logistics team.
- Strong, proven negotiation skills.

MIS-Management:-

- Supervising the preparation of MIS reports/ Board Meeting Material to monitor movement of key business indicators and facilitate decision-making process of the top management.
- Preparing MIS reports to facilitate.

Academic Chronicle:-

Board/College & Subjects

- B.Com (P) from Delhi University (Regular) with subject: Business Management/ Accounts/ Eco/Business Law, English, OM & SP
- 12th from C.B.S.E Delhi with Accounts, Economics & English
- 10th from C.B.S.E Delhi with English/Hindi/Math/Science/S.St

Career Profile:-

Work Experience:-

Wire & Cable Division, SIDCUL (Rudrapur) as Manager-Logistics & Dispatch

SPECIAL CABLES (P) LTD- Rudrapur (U.K.) Manufacturer & Exporters of Power, LT Control Cables
December 2019 to Continue

Job Profile:-

Looking all over Logistics & Dispatch activities, follow-up with marketing team. (our 90% production share goes to Indian Railway, NTPC, BHEL, DMRC, NDMC, JSW & many Govt sectors) & Exports. I am handling all necessary documentation related to tenders/orders & check thoroughly product packing, marking, dispatch documents & follow-up/tracking transportation status/Check billing/e-waybills etc.

Wire & Cable Division, Karnal as Asst. Manager – Production Planning & Logistics.

HPL ELECTRIC & POWER LTD – KARNAL (HARYANA)

Manufacturer of (MCB, Switchgears, Meters, LED & Wire-Cables) Wire & Cable Division, Karnal as Asst. Manager- Production Planning & Logistics since August 2006 to August 2017

Job Profile:

- Looking overall Logistics & Dispatch activities.
- Production, Planning & Control (PPC)
- Invoice & waybills verifications/ checking
- Formulations of plans & policies regarding dispatch activities.
- Dispatch Plans
- Follow-up (Production, packing)
- Complains & suggestions/feedbacks through e-mail & telephonically by vendors/branch.
- Sales & Pending reports (All types of MIS preparation related to Supply Chains)
- Finish Goods handling/ Warehouse management (Receipt, Stacking, Strapping, Dispatch & Accounting)
- Implementing procedures, work instructions for department functions.

Marketing Executive: *M/s Esses Packaging Pvt Ltd- Delhi (2000 to 2005) :*

Job Profile:

Order collections from mkt (North India)

Developing the new clients

Orders follow-up with factory, Payment collections.

Mktg/ Sales: *M/s Satnam Overseas Ltd (Kohinoor Foods Ltd) (1994 to 2000)*

Job Profile:

- All Logistics activities, Invoicing, transportation arrangement
- Material arrangement & Distribution as per requirement.
- Follow-up with branches & Head Office for supply chain requirement.

IT Skills:-

SAP-SD Module

ERP – Navision

Additional Information:-

Working with ERP & SAP software (Sales & Distribution module) SAP trained by PriceWater Cooper (PWC)

Other Capabilities:-

Good communication and correspondence skills and expressive attitude

Hardworking, Good amount of self-confidence, result oriented & accuracy and efficiency in tasks performed.

Date: 10.12.2020

Place: **New Delhi**

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