



# Manishee Kumar

manisheesrivastava@hotmail.com

Unnao, India 209801

+919696640415

## Professional Summary

Have a conscientious & go-getter personality and besides having leadership acumen, strong believer in teamwork.

Regarding academics, apart being graduate, have accomplishments in Business Administration, QMS, Supply Chain, & Materials management.

Have earned the set of concerned skills, dealing with entire gamut of business & commercial administration, supply chain, materials management, inventory control & management, procurement, purchase and buyer functions, store-keeping, warehouse operations and management, EXIM, QMS, and have maintained successful handling of various types of manpower, inventories, procedures, debtors, & creditors for reputed industrial set ups.

Can be explained as a Supportive Supply Chain Executive, proficient in designing supply chains that support business objectives and cost reduction strategies.

Talented in managing inventory levels and performing periodic site audits of key suppliers. Offering twenty seven years of excellence in industry.

## Skills

Supply Chain & Materials Management-

Forecasting & Planning-

Vendor Development & Management-

Procurement, Purchase,

International Purchasing, Buyer

Activities & Management-

Negotiation-

Project Management-

Multi plant/ site Inventory Planning,

Control & Management-

Store-keeping, Warehouse-

Operations, Management, & Administration-

EXIM, Logistics & Shipping-

Customer Service-

Cultural Awareness-

Relationship, Teamwork, & Harmony-

Listening, & Leadership-

Procedure, Standards & QMS/ ISO-

Microsoft Office, Internet, & ERP-

## Work History

11/2021 –Current

**Manager Supply Chain & Project**

**Vikrant Chemical Industries, Kanpur, India**

VIKRANT CHEMICAL INDUSTRIES IS ONE AMONG LARGEST DEVELOPERS AND MANUFACTURES OF DISINFECTANTS, BASED IN KANPUR;

DIVERSIFYING THEIR INTEREST TO COAL CHEMICALS AND CURRENTLY

DEVELOPING ITS CONSTRUCTION CHEMICALS MANUFACTURING FACILITIES

IN JAJPUR, ODISHA, INDIA AND KHALIFA INDUSTRIAL ZONE, ABU DHABI,

## UNITED ARAB EMIRATES.

Since Nov' 21, based in Kanpur, India, as Manager Supply Chain, for disinfectant manufacturing facilities, based in Kanpur, and Haridwar.

- *Integrated operation plans with strategic objectives to deliver improved operational and results to boost customer satisfaction, & profitability.*
- *Oversaw supply chain and supported tech transfer projects, batch release testing, change management and resolution of customer complaints.*
- *Built supplier relationships to mitigate risk and establish effective purchasing arrangements with indirect and logistics customers.*
- *Established vision and master plan for regional supply chain end-to-end structure, sourcing and delivery.*
- *Designed plant layouts, tooling fixtures and flowcharts of materials to meet delivery targets.*
- *Handled production, manufacturing, purchasing, procurement, warehouse management, logistics management, import and exporting and other supply chain functions to facilitate business operations.*
- *Collaborated with internal teams to improve outputs to meet demand and supply requirements, ensuring inventory integrity targets for finished goods. Improved, standardized and documented planning and scheduling processes.*

09/2019 – 10/2021

### **Manager Operations & Project**

#### **VCI Chemical Industries Ltd, Abu Dhabi, UAE**

VCI CHEMICAL INDUSTRIES LTD IS A WHOLLY OWNED SUBSIDIARY OF VIKRANT GROUP, ONE AMONG LARGEST DEVELOPERS AND MANUFACTURES OF DISINFECTANTS, DIVERSIFYING ITS INTEREST TO CONSTRUCTION CHEMICALS AND CURRENTLY DEVELOPING ITS MANUFACTURING FACILITY IN KIZAD, UNITED ARAB EMIRATES.

Since Sep' 19, engaged for the upcoming facility, in United Arab Emirates, in capacity of Manager Operations & Project.

- *Integrated financial and operation plans with strategic objectives to deliver improved operational and financial results to boost customer satisfaction, profitability and working capital.*
- *Established vision and master plan for supply chain end-to-end structure, sourcing and delivery cycle.*
- *Designed plant layouts, tooling fixtures and flowcharts of materials to meet delivery targets.*
- *Collaborated with internal teams to improve outputs to meet project requirements, ensuring complete coordination within the team of vastu consultant, technical consultant, technology provider, and local consultant for achieving a harmonious and synchronized relationship for efficient project delivery.*
- *Improved, standardized and documented planning and scheduling processes.*

08/2017 - 09/2019

### **Manager Store & Purchase**

**Kohelika Kohli Architects & Designers Private Limited, New Delhi, India**

KOHELIKA KOHLI ARCHITECTS & DESIGNERS PRIVATE LIMITED, IS A DESIGN AND DEVELOPMENT FACILITY, LOCATED IN SAKET, DELHI, INDIA AND BESIDES DESIGNING AND ARCHITECTURAL DEVELOPMENTS, HAVING UNITS FOR MANUFACTURING AND RESTORING FURNITURE AND OTHER SCULPTURE.

Since Aug' 17, till Sep' 19, based in Saket, Delhi, India, as Manager Store & Purchase, for restoration & furniture manufacturing facilities.

#### **Brief job description is-**

- *Assessment of requirements, based on advance drawings,*
- *Plan for procurement& outsourcing, selection of vendors, confirmation of requirements, with final drawings and availability of inventory,*
- *Negotiation, release of supply or job orders, follow up with fabricators & vendors for supplies and maintenance of target quality, by regular inspection,*
- *Receiving of outsourced and supplied materials, approval of vendors and subcontractors' invoices & bills,*
- *Issuance of materials for fabrication,*
- *Inventory control,*
- *Delivery and dispatch of finished product, and follow up with finance and accounts for timely release of payments.*
- *Reviewed and monitored scheduling, purchases and other expenses to maintain quarterly budget.*
- *Kept inventories accurate with daily cycle counts and audits to identify and resolve variances.*
- *Supervised guests at front counter, answering questions regarding products.*

09/2014 - 07/2017

### **Material Supervisor**

**Manifa Paints & Powder Coating Company Limited, Jubail, Saudi Arabia**

MANIFA PAINTS & POWDER COATING COMPANY LIMITED, IS ARAMCO & QUALICOAT APPROVED FACILITY, IN CHEMICAL SECTOR, LOCATED IN JUBAIL INDUSTRIAL CITY, EASTERN PROVINCE, SAUDI ARABIA AND MANUFACTURING EPOXY AS WELL AS POLYESTER POWDER FOR SURFACE PROTECTION AND DECORATIVE COATING PURPOSE

Since Sep' 14 till Jul' 17, based in Jubail, Kingdom of Saudi Arabia, as Material Supervisor, for powder (for coating) manufacturing facility.

#### **Brief job description was-**

- *Assessment of requirement, based on sales history and market forecast, selection of indigenous / overseas vendor, as per requirements and evaluation of sources,*
- *Negotiation, release of supply orders, follow up for timely dispatches, confirmation of dispatches and tracking of consignments,*
- *Providing information to concerned for obtaining necessary certifications and permits, updating finance regarding upcoming ETA, for timely release of shipping documentation, dealing with clearing agents and follow up for timely release and delivery of consignments.*

- *Receiving of consignments and arranging necessary quality inspection and approvals, proper stacking of consignments, with view to achieve 100% FIFO & OTIF as basic target.*
- *Issuance of raw and packaging materials for production.*
- *Counting WIP after completion of each batch and confirmation of finished goods.*
- *Packaging and shipping of finished goods.*
- *Approval of invoices and bills for settlement of accounts.*
- *Keeping eye on KPI,s and follow up for release of timely payments of vendors.*
- *ERP entries, and above all maintaining proper storage, with cleanliness and safety.*
- *Verified shipment details and progress according to schedules to maximize production success.*
- *Pulled, verified and packaged items for shipment.*
- *Trained, mentored and monitored employees to boost compliance with performance and quality standards.*
- *Maintained optimal inventory levels to meet customer demands.*
- *Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.*
- *Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.*
- *Kept all documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.*
- *Maintained strong vendor connections, including arranging pricing and delivery structures and managing specific shipment or paperwork concerns.*
- *Conducted inventory audits with accuracy following company procedures.*
- *Trained new staff on job duties, company policies and safety procedures for rapid on boarding.*

06/2008 - 08/2014

**Manager Strateg-Procurement-Proj-Coord-&-Consolid)**

**Rattan Singh Builders Private Limited, New Delhi, India**

RATTAN SINGH BUILDERS PRIVATE LIMITED, BELONGS TO INFRASTRUCTURE SECTOR AND IS KNOWN NAME FOR INDUSTRIAL SEGMENT, HEADQUARTER LOCATED IN OKHLA INDUSTRIAL AREA, SOUTH DELHI, INDIA WITH CLIENTELE LIKE HALDIRAM, NESTLE, MDI, BITS-PILANI, ESCORT, HARLEY DAVIDSON, MUNJAL, NEW HOLLAND, CONTINENTAL TYRES, VOLVO EICHER, ETC.

**Since Jun' 08 till Aug' 14**, based in New Delhi, India, as **Manager (Strategic procurement, Project Coordination, & Consolidation)**, for miscellaneous sites

**Brief job description was-**

- *To receive necessary material requisition for normal requirements, like steel, wood, cement, ready mix concrete, binding wire, plant & machinery requirements like spare parts and construction machinery, and project's specific requirements like PEB, roofing, doors, and other commodities, as per approved drawing and specifications.*
- *As in most projects sources are predefined, that's why negotiation and availability are measure criteria for release of orders, follow up for timely supplies, and time to time inspection for quality assurance.*
- *Assessment of delivered materials with released purchase orders and follow up for*

*release of payments.*

- *For equipment and machinery, selection of source and model is based on availability of defined specification, after sales services, and terms and conditions of supplies, along with prices*
- *Monitored all company inventory to ensure stock levels and databases were updated.*
- *Served customers in friendly, efficient manner following outlined steps of service.*
- *Completed minor preventative maintenance and mechanical repairs on equipment.*

09/2000 - 05/2008

**Store Incharge**

**Krishak Sahkari Shakaar Karkhana Maryadit, Guna, India**

KRISHAK SAHKARI SHAKKAR KARKHANA MARYADIT BELONGS TO FOOD SECTOR. THIS FACILITY IS LOCATED IN PROXIMITY OF RAGHOGARH, GUNA, MADHYA PRADESH, INDIA, WITH CAPACITY OF 3500TCD AND MANUFACTURING WHITE EDIBLE SUGAR, HIGH GRADE SUGAR CANE MOLASSES (AS BY-PRODUCT, ALONG WITH BAGASSE & PRESS-MUD). Since Sep' 00 till May' 08, based in Guna, India, as Store In charge.

**Brief job description was-**

- *to draft and release tender document and its notification in media, for supplies of spare parts, electrical goods, chemical and consumables, packaging material, other consumables, and capital goods, as and when required.*
- *Arranging events regarding tender process and negotiation.*
- *Release of purchase orders, release of delivery schedules and necessary permits, follow up for supplies*
- *Receipt of consignment and its evaluation with released order and tender documents, arranging quality approval of supplied materials, issuance of material as per requirements, entries in books*
- *Keeping eye on inventory/ stock, submission of bills/ invoices along with inspection reports to accounts.*
- *Follow-up for release of timely payments. Disposal of surplus and scrap.*

09/1994 - 08/2000

**Store Purchase Assistant, Promoted as Storekeeper**

**K. M. Sugar Mills Limited, Faizabad, India**

K. M. SUGAR MILLS LIMITED, FORMERLY KNOWN AS KAMLAPAT MOTILAL (KANPUR), BELONGS TO FOOD SECTOR. FACILITY IS LOCATED IN MASODHA, FAIZABAD, UTTAR PRADESH, INDIA, WITH CAPACITY OF INITIALLY 1800TCD FURTHER EXPANDED UPTO 9000TCD AND MANUFACTURING WHITE EDIBLE SUGAR, HIGH GRADE SUGAR CANE MOLASSES (AS BY-PRODUCT, ALONG WITH BAGASSE & PRESS-MUD). BESIDES THE SAME ALSO HAVE A SEPARATE DISTILLERY (TO PROCESS MOLASSES TRANSFORMING INTO RECTIFIED SPRIT & EXTRA NEUTRAL ALCOHOL & PRESENTLY ETHANOL), CO-GENERATION PLANT, AND INDUSTRIAL & MEDICAL GAS MANUFACTURING, PACKAGING & SUPPLYING FACILITY.

Since Sep' 94 till Mar' 95, based in Faizabad, India, as Store Purchase Assistant, further since April' 95 as Storekeeper and worked till Aug' 00.

**Brief Job description was-**

- Keeping eye on stock/ inventory, preparing material requisition and its approval,
- Calling quotations, making comparison, getting approvals, releasing purchase orders, follow up for supplies
- inspection of deliveries, issuance of material,
- Entries in documentation, submission of bills/ invoices to accounts
- Follow up for supplier's payments.
- Disposal of surplus and scrap materials.
- Completed all paperwork, recognizing any discrepancies and addressing them in timely fashion.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Created spreadsheets for daily, weekly and monthly reporting.
- Used coordination and planning skills to achieve results according to schedule.
- Received and processed stock into inventory management system.
- Eliminated downtime and maximized revenue by providing top project quality control.

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## Education

- 12/1998 **Diploma, Business Administration, Institute of Management & Computing Techniques, Lucknow**
- 03/1995 **Bachelor of Arts, Humanities - History Political Science English La , Kanpur University, Kanpur**
- 10/1994 **Diploma, Materials Management, Institute of Engineering & Rural Technology, Allahabad**
- 05/1989 **Intermediate, Chemistry English Hindi Mathematics Physics, Madhyamik Shiksha Parishad, Allahabad**
- 06/1987 **Highschool, Biology English Hindi Mathematics Science Social , Madhyamik Shiksha Parishad, Allahabad**

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## Certifications

- **Certified Internal ISO Auditor**  
March, 2015  
QSCert, Dammam, Saudi Arabia
- **Certified International Supply Chain Professional**  
July, 2017  
International Purchasing & Supply Chain Management  
Institute, Delaware, USA

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## Languages

**Hindi:** Native language

**English:**  C2  
Proficient

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## Personal Vitae

**Date of Birth**  
20th October' 1972

**Detail of Passport**

Indian Passport No. N1617805, ECNR Category, valid till 10th January' 2026, renewed from Riyadh, Kingdom of Saudi Arabia

**Detail of Driving License**

UP3520140007091, for LMV & MCWG category, valid till 19th October' 2022, issued from Unnao, Uttar Pradesh, India

**Permanent Address**

House Number 915, Eidgaah Road, Gandhinagar, Unnao, Uttar Pradesh, India PIN Code 209801