

RESUME



RAJIB TALUKDAR
ANNAPURNA APARTMENT
T N Mukherjee Road, Dankuni
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❖ **OBJECTIVE :-**

To provide end to end responsibility for all Logistics & Supply Planning (Warehousing & Transport) allowing maximum operational flexibility according to customer service, quality, HSE and cost targets for a specific region To achieve the growth & excellence in every field of life while maintaining standard and seeking the best opportunity to perform as Supply Chain Planner & Logistics Manager for a leading organization.

❖ **PERSONAL SUMMARY :-**

Expert in expediting defensive works, tracing out the perpetuated causes of frictions and sorting them out obliterating impediments on the way of expediting defense related logistical assignments. Contributed at best in the field of Supply Planning Administration, Distribution and Logistics. Experienced in Logistics, Pharmaceutical Distribution, Warehouse Management, inventory Control & Office Administration/Establishment.

❖ **DETAILS OF WORK EXPERIENCE :-**

1. SINCE AUG-2018

NIPPON PAINT (INDIA) PVT. LIMITED, Kolkata (A Concern of Automotive Paints Manufacturer)

Working as a **Logistics and Warehouse Specialist (Regional Logistics Head)** looking after Entire Eastern Zone.

RESPONSIBILITIES: - Overall responsibility for Distribution and logistics activities for Vehicle Refinish business through Distributor and dealer channel in Easter Region. Planning & Prioritizing on Goods Despatches from CDC. Optimizing space / Fleet utilization for dispatches. Responsible for using safe mode of transport to despatch FGs, ensuring no/minimal damage while in transit. Systematic storing of loading/unloading. Implementing effective inventory methods such as FMFO. Responsible for all the Site warehouses under east region and its management/safety/functioning in different parts of East Region. Maintaining minimum inventory as per forecast, hence reducing inventory cost. Management and disposal of scraps/SLOBs. Maintaining all day to day Distribution Planning, forecasting and logistics Management including vendor management. Improvement & development of warehouse & vendor both.-Scheduling of personnel based on client-supplied schedules.-Negotiation of rates with common carrier representatives.

Develops and manages the Logistics budget (costs, quality, service & HSE). Ensures all generic and specific business logistics requirements are understood, documented and met (includes Operating manuals, legislation, regulations & HSE requirements). Ensures timely and accurate availability of reports, metrics and databases required to manage logistics costs and service. Ensures availability of required transport / warehouse capacity, active involvement in preparation of Supply Review. Ensuring optimal transport mode is used in cooperation with service providers and in line with regional and global logistics strategy. Acts as local contract manager for all 3rd party logistics services covering the provisions of warehousing and transport, including invoice approval. Develops and implements projects innovating the site logistics processes in order to improve service quality, HSE and costs levels in line with budget and ANT targets. Takes care of (authorized) logistics sourcing or is actively involved in AkzoNobel sourcing projects. Familiar and complies with all the applicable corporate as well, HSE and Product Safety & Regulatory Affairs (PSRA) standards.

Managerial Responsibilities:

Inspires commitment to Nippon's purpose, vision, strategy, core principles, values and leadership behaviors. Acts as an ambassador and creates an open environment in which the team as a whole and its members individually can perform at their best. Stimulates, manages and follows through on employee engagement and builds on the workforce to reflect the societies and markets in which we do business (D&I). Ensures that job profiles are in place, sets objectives for team members, reviews development and provides clear, open and constructive feedback on performance combined with the appropriate actions. Continuously monitors and evaluates retention risk. Ensures reporting line is fully informed and acts in line with HSE and Compliance regulations. Manages and plans relevant budgets and proactively manages costs. Reports on progress on a continuous base.

2. FROM MAY-2015 TO AUG-2018.

AKZONOBEL INDIA LIMITED, Kolkata (A Concern of Paints, Coating and Specialty chemical Manufacturer)

Working as an **RLO (Regional Logistics Officer)** looking after Entire Eastern Zone.

RESPONSIBILITIES: - Overall responsibility for Distribution and logistics activities for Deco & Vehicle Refinish business through Distributor and dealer channel in Eastern Region. Planning & Prioritizing on Goods Despatches from East RDC. Optimizing space / Fleet utilization for dispatches. Responsible for using safe mode of transport to despatch FGs, ensuring no/minimal damage while in transit. Systematic storing of loading/unloading. Implementing effective inventory methods such as FMFO. Responsible for all the Site warehouses under east region and its management/safety/functioning in different parts of East Region. Maintaining minimum inventory as per forecast, hence reducing inventory cost. Management and disposal of scraps/SLOBs. Maintaining all day to day Distribution Planning, forecasting and logistics Management including vendor management. Improvement & development of warehouse & vendor both.-Scheduling of personnel based on client-supplied schedules.-Negotiation of rates with common carrier representatives.

3. FROM AUG - 2011 TO JAN-2015.

ASIAN PAINTS LIMITED, Kolkata (A Concern of Paints Manufacturer)

Working as a **WAREHOUSE IN CHARGE** under OFF ROLE, looking after Kolkata & Rest of West Bengal & HQ at Mumbai.

RESPONSIBILITIES :- Maintaining all day to day Depot Work- Provide high level administrative support-Distribution Planning & Execution-Freight Processing & Control-Reverse Logistics Management-Inward & Outward Operations-5S Management-SOP Preparation & Training-Safety & Security Management-Optimum space utilization- Recruitment of staff - Staff selection - Staff motivating- Staff relation- Improvement of Compensation Packages-Training and Internships-Maintaining all type of Records, Dispatch Register, Accounts, revenue collection-inventory control-Invoicing-Indent & Sales-Prepare budget for new financial year-Manage stock control-Follow up & control daily absence and over time of staff-responsibility for the security of the building and stock-Issue Inventory report, IN/OUT status report, dead stock report, goods age report, consumption report, manpower status report-Writing and balancing daily bank deposits-Audit of daily labor and billing reports.-Improvement & development of warehouse.-Scheduling of personnel based on client-supplied schedules.-Negotiation of rates with common carrier representatives- Other duties as required from time to time

4. FROM APRIL - 2009 TO JULY - 2011.

WEST BENGAL STATE AIDS PREVENTION & CONTROL SOCIETY, Swasthya Bhawan, Kolkata.(Government of India, MHF)

Worked as an **ADMINISTRATIVE OFFICER (ADMINISTRATION & ESTABLISHMENT.)**, looking after whole West Bengal & HQ at Delhi.

RESPONSIBILITIES:- Provide high level administrative support-All arrangement of both internal and external meetings-composing & distribution of agenda-Managing travel and accommodations as required-Manage both of internal audit and statutory audit-Draft minor correspondence-Liaise between staff and constituent bodies-Planning, procurement & supply of materials and equipment needs to any institute & hospital-Sourced and negotiated pricing by advertising open tender-Inventory Control-Logistics support- developing annual operating budget-Managing staff of 1033 & their personal database-Leave data management-Manpower Planning-Recruitment of staff-Staff selection-Staff motivating-Staff relation-Payroll module-Improvement of Compensation Packages-Training and Internships-Other duties as required from time to time.

5. FROM JAN- 2007 TO MARCH- 2009.

VHB LIFE SCIENCES LTD, Mumbai. (A Concern of Medicine Manufacturer with Distribution)

Worked as a **DEPOT MANAGER**, Looking after whole West Bengal & HQ at Mumbai.

RESPONSIBILITIES :- Maintaining all day to day Depot Work- Provide high level administrative support-Distribution Planning & Execution-Freight Processing & Control-Reverse Logistics Management-Inward & Outward Operations-5S Management-SOP Preparation & Training-Safety & Security Management-Optimum space utilization- Recruitment of staff - Staff selection - Staff motivating- Staff relation- Improvement of Compensation Packages-Training and Internships-Maintaining all type of Records, Dispatch Register, Accounts, revenue collection-inventory control-Invoicing-Indent & Sales-Prepare budget for new financial year-Manage stock control-Follow up & control daily absence and over time of staff-responsibility for the security of the building and stock-Issue Inventory report, IN/OUT status report, dead stock report, goods age report, consumption report, manpower status report-Writing and balancing daily bank deposits-Audit of daily

labor and billing reports.-Improvement & development of warehouse.-Scheduling of personnel based on client-supplied schedules.-Negotiation of rates with common carrier representatives- Other duties as required from time to time

6. FROM MARCH 2003 TO DEC 2006

BABULINE PHARMA PVT. LTD, Delhi.(A Concern of Medicine Manufacturer with Distribution)

Worked as a **DISTRIBUTION MANAGER**, Looking after whole Delhi zone & Headquarter at Mumbai.

RESPONSIBILITIES :- Distribution through Super Stockiest network-Organize all activities & assign jobs accordingly for staff-Distribution Planning & Execution-Freight Processing & Control-Reverse Logistics Management-Inward & Outward Operations-5S Management-SOP Preparation & Training-Safety & Security Management-Setup layout & space management-Manage stock control-Follow up & control daily absence and over time of staff-responsibility for the security of the building and stock-Issue Inventory report, IN/OUT status report, dead stock report, goods age report, consumption report, manpower status report-Implement cost reduction principle in all aspects of warehouse transactions and activities.-Writing and balancing daily bank deposits-Audit of daily labor and billing reports.-Improvement & development of warehouse.-Scheduling of personnel based on client-supplied schedules-Negotiation of rates with common carrier representatives-Maintaining all type of Records, Dispatch Register, Accounts, revenue collection-inventory control-Invoicing-Indent & Sales-Other duties as required from time to time.

❖ **ACADEMICS :-**

1. Post Graduate Diploma In Material Management from IIMM- New Delhi in 2008.
2. Post Graduate Diploma In Logistics Management from IIMM- Kolkata in 2008.
3. B.Com from Calcutta University, Kolkata, WB, in 2005.

❖ **COMPUTER KNOWLEDGE:-**

1. Diploma in Computer Application
2. Certificate of Software Engineering, Belurmath.
3. SAP.

❖ **KNOWLEDGE OF LANGUAGES :-**

1. English (Speak, Read & Write.)
2. Hindi (Speak, Read & Write.)
3. Bengali (Speak, Read & Write.)

❖ **EXTRA CURRICULAR ACTIVITIES :-**

1. Participated **ALIMCO** Camps organized by Ministry of Social welfare Govt. of India.
2. Participated in **intercollegiate** tournaments in Football.
3. Participated in Several **NCC Camps**.

❖ **INTEREST :-**

Playing Football, Cooking, Meeting people and Challenges

❖ **PERSONAL INFORMATION :-**

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|---------------------------------|-----------------------------|
| 1. Name | Shri Rajib Talukdar |
| 2. Date of Birth | 23 rd March,1983 |
| 3. Father's Name and occupation | <u>Late. Arun Talukdar.</u> |
| 4. Marital Status | Married |
| 5. Telephone & Mobile | +91 9830686644 |
| 6. Current CTC | Rs. 10,76,137/- P.A. |
| 7. Expected salary | Rs. 15,06,592/- P.A. |
| 8. Notice period | 60Days |

❖ **REFERENCES :-**

Sl.No	Name	Designation	Concern Name	Mobile No
1.	MR BIJAY BAIRAGI	Supply Chain Planning Head- South Asia	AKZONOBEL INDIA LTD	08334933388
2.	MR ANIL SINGH	DIRECTOR – Supply Chain	NIPPON PAINT (I) PVT. LTD	09899248006

❖ **DECLARATION: -**

I hereby declare that the above provided facts are true to the best off my knowledge and concern.

PLACE – KOLKATA

DATE – 27.02.2021



(RAJIB TALUKDAR)

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